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## INFORMATION GUIDE

<b>What</b>	<b>Who</b>	<b>Where</b>
Absences	Instructor	Instructor's Office
Academic Problems	Dr. Reddick, nreddick	Tift Hall
Admissions	Ms. Webb, dwebb	2nd Floor, Student Center
Alumni Affairs	Mr. Barber, kbarber	Alumni House
Athletics	Mr. Kramer, akramer	Gressette Gym
Books and Supplies	Ms. Dyal, tdyal	1st Floor, Student Center
Clubs and Organizations	Mr. Liebegott, kliebegott	John Hunt Town Center
Counseling	Dr. Martin, mmartin	1st Floor, Carlton Center
Dean of Students	Ms. Hughes, bhughes	2nd Floor, Student Center
Dining Services	Mr. Miller, dmiller	Donaldson Dining Hall
Director, Enrollment Management	Ms. Webb, dwebb	2nd Floor, Student Center
Disability Services	Dr. Martin, mmartin	1st Floor, Carlton Center
Diversity & Minority Services	Ms. Hughes, bhughes	2nd Floor, Student Center
Employment on Campus	Ms. Pirkle, bpirkle	3rd Floor, Student Center
Fees	Ms. Whiddon, swhiddon	2nd Floor, Student Center
Financial Services	Ms. Thomas	2nd Floor, Student Center
Health Clinic	Mr. Spicer, tspicer	Back Entrance, Health Sciences Building
Honors Program	Dr. Ray, bray	1A King Hall
Housing	Mr. Kinsey, ckinsey	John Hunt Town Center
I.D. Cards	Mr. Kinsey, ckinsey	John Hunt Town Center
International Education	Dr. Senapati, ssenapati	2E King Hall
Learning Support Classes	Ms. Rogers, crogers	324 Conger Hall
Lost and Found	Dean of Students' Office	2nd Floor, Student Center
Medical Emergencies	ABAC Police	Weltner Hall
Minority Advising Program	Ms. Annie Sims, asims	1st Floor, Carlton Center
Orientation	Mr. Urquhart, nurquhart	1st Floor, Carlton Center
Parking Information	ABAC Police	Weltner Hall
Police	Chief Golden, bgolden	Weltner Hall
Personal Problems	Dr. Martin, mmartin	1st Floor, Carlton Center
President	Dr. Bridges, dbridges	Tift Hall
Recreation (Campus)	Mr. Hudgins, ahudgins	1st Floor, Gressette Gym
Student Development Specialist	Mr. Urquhart, nurquhart	1st Floor, Carlton Center

All e-mail addresses after the names above end with @abac.edu

# **Student Handbook 2011-2012**

## **Welcome to ABAC!**

Friendly, smiling faces have been a part of the ABAC tradition for as long as anyone can remember. Students and faculty get to know each other in a warm, personal atmosphere which is the rule rather than the exception at ABAC. Faculty and staff are always ready to assist students in any way possible. All you have to do is ask.

Extracurricular activities will allow you to grow outside the classroom. You have the opportunity to participate in many phases of campus life. Perhaps the Baldwin Players theatre troupe attracts your attention or the excitement of intercollegiate or intramural sports. Gain leadership training through participation in the Student Government Association. With over 37 clubs and organizations, ABAC offers one of the most active student activities programs of any state college in Georgia. There is truly something for everyone—including you!

Above all, ABAC is a place where students of all ages from all over the state, all over the country, and all over the world come together for a short time to gain a quality education. Enjoy outside interests, but stay focused on your academic pursuits. While you are here, you have the opportunity to set the stage for making your state, your nation, and your world a better place. Embrace the spirit of ABAC and become a part of the noble tradition.

## **About this Handbook**

This is the official student handbook of Abraham Baldwin Agricultural College (ABAC). It is published by the Office of the Dean of Students to provide you with a resource for campus activities, student life, student services, and college policies and procedures.

The College makes this handbook available to each student. It is your responsibility to become aware of its contents. By enrolling at this institution, you agree to comply with all rules and regulations. If you have questions which are not answered in this handbook or questions about the handbook itself, please call the Office of the Dean of Students at 229-391-5130.

While some academic policies have been printed in this handbook, students should consult the College Catalog for questions concerning academic policies and regulations.

The College reserves the right to alter or change the regulations and policies stated in this handbook through clearly defined channels.

This handbook is prepared for the convenience of students, faculty, and staff at ABAC and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws and Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail.

## **ABAC Mission Statement**

Abraham Baldwin Agricultural College is a residential institution offering certificates, associate degrees in a broad array of disciplines, and baccalaureate degrees in targeted fields. With a state-wide mission in agriculture and strong programs in the liberal arts, nursing, business, the natural and physical sciences, the social sciences, and physical education, the College serves students with diverse educational and career goals. Associate of Applied Science degrees prepare students for entry into a career field. Associate of Arts and Associate of Science degree programs

provide the first two years of study toward a baccalaureate degree. Baccalaureate degrees in selective fields may be pursued by students holding an associate's degree.

Abraham Baldwin Agricultural College is a student-centered institution. As a point of access to higher education, the College provides a learning support program for under-prepared students. Evening, off-campus, and online courses furnish educational opportunities for individuals who are unable to attend classes in the traditional setting. Intercollegiate and intramural athletic programs and numerous student organizations offer students opportunities for physical and social development. Modern, state-of-the-art apartments provide the convenience of on-campus residence

Vitaly involved with the educational and economic development of south Georgia, ABAC continually strives to expand its service to the region. Public service programs include special-interest activities and courses, occupation-enhancing classes, youth enrichment courses, and performing and visual arts events. The College also provides administrative services and facilities that enable community and state organizations, as well as other units of the University System of Georgia, to bring seminars, meetings, and upper-level and graduate instruction to the region.

The College's goal is to contribute to a better-educated Georgia. To that end, it engages in a comprehensive planning and assessment process, enabling it to build upon its strengths and correct weaknesses. The College's faculty, staff, and administration are committed to excellence in preparing students to be informed, productive citizens in the Twenty-First Century.

### **Civil Rights Compliance**

ABAC subscribes fully to a policy of nondiscrimination with regard to all students, employees, and services to the community. Specifically, the College has given assurance of compliance with the provisions of the Civil Rights Act of 1964 and of Executive Order 11246 as amended. All members of the College's faculty, staff, and student body are expected to subscribe to this assurance of compliance and to assist in making such assurance valid in fact.

### **Discrimination Prohibited Against Individuals with Disabilities**

ABAC complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which prohibits discrimination against individuals with disabilities. In its efforts to comply with these regulations, ABAC has designated the Director of Student Development, second floor, J. Lamar Branch Student Center, as the individual responsible for compliance in areas related to students, and the Director of Human Resources, third floor, J. Lamar Branch Student Center, as the individual responsible in the area of employment related disabilities.

### **Sex Discrimination Prohibited**

ABAC complies with Title IX of the Education Amendments of 1972, which prohibits discrimination in education programs and activities on the basis of gender. The Director of Human Resources, third floor, J. Lamar Branch Student Center, is responsible for Title IX compliance.

### **Equal Opportunity Employer**

ABAC is an equal opportunity employer for all employees and applicants for employment without regard to race, color, gender, religion, national origin, or disability of the individual.

## **Academic Information**

The Abraham Baldwin Agricultural College Catalog is the primary source for academic information concerning grades, class standing, probation, exclusion, and re-admission. The following items are included in the Student Handbook for ease of access by students. However, the information below in no way supersedes or replaces information contained in the official College Catalog.

Academic Support Counselors, located on the first floor of the Carlton Center, are available for current students' academic needs, which include but are not limited to dropping/adding a class, completing ABAC withdrawals, processing transient permission, verifying student readiness for graduation, counseling students regarding degree options and standards of academic progress, assisting students with scholarship applications, helping students identify opportunities for internships and extracurricular activities, making referrals to other campus resources, and providing supplemental academic advising as needed.

## **Advising and Registration**

Students who are admitted to ABAC are assigned to an academic advisor following their orientation day. Students work closely with their advisors to plan accordingly for each semester regarding their degree and also to set goals in relation to the degree. This process enables students to understand the available educational and career options.

Students who declare a major upon admission to the College work with the academic school of their major during orientation to construct a schedule of classes for their first semester. These students are then assigned an advisor after orientation and contacted by the school with their advisor's contact information. Students who have not declared a major are advised by the Student Development Office and are assigned an undeclared advisor following their orientation session. They, too, are contacted with their advisor's information. Once a major is declared, they are assigned an advisor within that school. Students with two or more Learning Support requirements are assigned a schedule of classes by the Academic Support Counselors and can bypass the registration portion of orientation day. Following their orientation day, students with two or more learning support classes are also assigned an advisor within their declared area.

Students must see their advisor each semester before registering so that the advisor can approve the specific courses required to complete the degree of their choice. Students who have questions about the advising or registration process, need help locating their advisor, or have not declared a major should visit the Academic Support Center located on the first floor of the Carlton Center.

### **Major Change Process**

Students who wish to change majors should go to the administrative office for the new school in which the major is housed. For example, to major in any area of science, you would visit the administrative office of the School of Science and Mathematics. The office will submit an on-line request to the Registrar's Office for your major change and advisor reassignment. Once your major change is processed, you will receive an email notification in your Stallions email account. Your major change is effective for the next term, but you may see your new advisor for early advising and registration.

### **Early Registration**

A special advisement and early registration period is held each semester. During this time, all advisors post schedules for advising. Students are encouraged to make an appointment to meet with their advisor in order to assure ample time to plan the next semester's work.

After meeting with their advisor, students may register by logging into Banner, the Student Information System. Registration is available according to priority based on number of credit hours completed. Students who experience difficulties registering should visit the Academic Support Center on the first floor of the Carlton Center.

## **Change of Schedule (Drop/Add)**

Students are discouraged from changing schedules after classes begin. However, if changes are necessary, they should be made during the official drop/add period, usually the first three days of fall and spring semesters and the first two days of summer term (The drop/add period for Session A or B classes is generally the first day of classes). During the drop/add period, students may change their schedule through Banner Web.

## **Withdrawals**

### **Dropping Classes**

If a student needs to reduce his/her course load during a particular semester, that student may officially withdraw from a class with a grade of “W,” provided he/she takes this action before the mid-point in the semester or session (see the college calendar). After midterm, a student withdrawing from a class will receive a “WF”. The student who wants to withdraw from a course must first see his/her instructor for permission to withdraw. At that point, the instructor completes a drop form and the student follows the steps outlined on the form and submits it to the Academic Support Center or Registrar’s Office. See the “Change of Schedule” section below for further information. Although a “W” has no impact on the GPA, the student should be aware that there are possible negative Financial Aid ramifications in withdrawing from any class. A “WF” has an impact on the GPA and may have possible negative Financial Aid ramifications in withdrawing from any class.

### **Total Withdrawal from the College**

Any student who voluntarily withdraws from the college must first consult the Registrar’s Office or the Academic Support Center. A student who withdraws from the college prior to mid-term will receive a “W” in all classes in which he/she is enrolled. A student who withdraws from the College after mid-term will receive a “WF,” unless significant mitigating circumstances exist and the student is passing the class at the time of withdrawal.

### **Withdrawal from Learning Support Courses**

A student who wishes to withdraw from a required learning support course must also withdraw from any college-level courses in which he/she is enrolled.

### **Medical Withdrawal**

Prior to mid-term, medical withdrawals are the same as any other official withdrawal from the college. The student will receive “W’s” in all classes. After mid-term, a student seeking a medical withdrawal must submit medical documentation from a physician and/or hospital to the Student Development Office. If the Medical Withdrawal Committee determines that a student should be totally withdrawn from classes for a given term for medical reasons, the Student Development Office will notify the student’s instructors and the following: Registrar, Business, Financial Services, and Housing. The student will be given the grade of “W” in all classes if the student was passing the classes at the time of withdrawal. In cases that the instructor and other College officials are not notified by the Student Development Office due to incomplete medical documentation, assignment of a “W” is strictly up to the individual instructor’s discretion. In all cases, it is the student’s responsibility to keep the instructor informed of any situation which affects class attendance.

### **Medical Withdrawal for a Prior Semester**

Medical withdrawals for prior semesters will be granted only if the student can provide adequate documentation that the medical condition for which the student withdrew was such that the student or family members could not contact the College before the semester ended.

## Class Attendance

Courses at Abraham Baldwin Agricultural College are provided for the intellectual growth and development of students. The interaction with instructors and other students is an important element of the learning process, and a high correlation exists between class attendance and course grades. Therefore to attain maximum success, students should attend all their classes, be on time, and attend all scheduled course activities. Absence from class, for whatever reason, does not excuse a student from full responsibility for class work or assignments missed. Students must accept this responsibility.

Individual instructors will establish attendance policies for each class, will publish the policy in the course syllabus, and keep attendance records. The penalty for absences is at the discretion of the instructor and may include failure of the course. Whenever a student is absent, the student must assume responsibility for making arrangements for any assignments missed due to the absence.

A student who stops attending class without officially withdrawing will still receive a grade for the course.

A student penalized for excessive absences may appeal through the grade appeal process, as stated in ABAC's college catalog and student handbook.

A student who serves as an official representative of the College is defined as one who is authorized to use the College name in public relationships outside the institution; regularly interacts with non-college individuals and groups over an extended period of time (at least one semester); represents the College as a part of a group and not as an individual; represents the College under the direct supervision of a College faculty or staff member; and is authorized, in advance, by the President of the College.

Such a student is in no way released from the obligations and responsibilities of all students, but will not be penalized with unexcused absences when absences result from regularly scheduled activities in which he/she represents the College. Similarly, dual enrollment students will not be penalized with unexcused absences when absences result from regularly scheduled activities in which they represent their high school.

Further, it is the responsibility of each student to contact instructors prior to the absence and to make arrangements to make up any work that will be missed, in a manner acceptable to the instructor. Advisors of activities will schedule off-campus activities in a manner that does not unduly disrupt the learning process for a student.

## Academic Standing

The progress of all students is evaluated at the end of each semester. The College recognizes three categories of academic standing: Good Standing, Academic Probation, and Academic Suspension. Each student's academic standing will be determined by academic performance as reflected in the institutional grade point average (IGPA), calculated each semester.

### Academic Probation

Academic probation occurs when a student's IGPA falls below the satisfactory progress levels shown below:

<u>Total Hours Attempted (includes transfer hrs.)</u>	<u>Minimum Cumulative IGPA</u>
0-12	1.6
25-36	1.7
37-48	1.8
49-60	1.9
60+	2.0

A student on Academic Probation is restricted to enrollment in a maximum of 14 semester hours. Students on Academic Probation may be in jeopardy of losing financial aid.

### **Academic Suspension**

A student who does not attain minimum academic standards after being placed on Academic Probation will be suspended from the College. The minimum standards for avoiding Academic Suspension are below:

<u>Total Hours Attempted (includes transfer hrs.)</u>	<u>Minimum Cumulative IGPA</u>
1-24	No minimum
25-36	1.5
37-48	1.6
49-60	1.7
60+	1.8

Students who do not meet these minimum standards will be suspended from the College. The first suspension will be for one semester; subsequent suspensions will be for one calendar year (3 terms).

A student may appeal Academic Suspension by writing a letter of appeal to the Vice President for Academic Affairs. Appeals must be filed no later than noon on the day prior to registration day for the semester in which the student wishes to re-enroll.

### **Learning Support Suspension**

If a student does not complete requirements for Learning Support English, reading, and the first mathematics course in two semesters, he/she will be suspended without an appeal. The student will be considered for readmission in one year/three semesters.

Students placed in LS math have three semesters to complete both LS courses of LS math, after which time, they will be suspended without appeal for one year/three semesters.

For more information on Learning Support suspension, see Ms. Cathy Rogers ([crogers@abac.edu](mailto:crogers@abac.edu)) in the Academic Support Center (first floor, Carlton Center).

### **Standards of Academic Progress for Financial Aid**

Students who receive financial aid through the College must meet additional standards of academic progress in order to continue to receive aid. These standards apply to all institutionally awarded federal and state funds, including Pell Grant, Federal Supplemental Education Grants, Federal Work-Study, HOPE scholarships, Federal Stafford Student Loans, and Federal Parent Loans (PLUS).

1. Qualitative Standard—Students receiving financial aid must maintain Good Academic Standing, as defined above.
2. Quantitative Standard—A student enrolled in six (6) or more credit hours must satisfactorily complete at least 67% of the credit hours attempted, and on which financial aid was based. A student enrolled in less than six (6) credit hours must satisfactorily complete all hours attempted, and on which financial aid was based. Satisfactory completion is defined as a letter grade of *A*, *B*, *C*, *D*, or *IP*. Unsatisfactory completion is defined as a letter grade of *F*, *I*, *W*, or *WF*.
3. Time Frame—Federal regulations limit receipt of federal financial aid to no more than 150% of the course work required for any particular degree or certificate. The average certificate program at ABAC requires approximately 30 credit hours, 150% of which is 45. The average associate degree at ABAC requires approximately 60 credit hours, 150% of which is 90. The average baccalaureate degree at ABAC requires approximately 120 credit hours, 150% of which is 180. Therefore, no further aid will be awarded when a student has attempted 45 credit hours in the one-year certificate program, 90 credit hours in an associate

degree program, or 180 hours in a baccalaureate program. Learning Support courses will not be included in the total credit-hour limitation. Transfer credit will be included. Pre-nursing majors are limited to a total of 50 attempted credit hours of financial aid; however, financial aid eligibility is re-established for pre-nursing majors once accepted into the nursing program.

The Office of Student Financial Services will evaluate satisfactory progress once each academic year, at the end of spring term. At this time, students who have attempted six or more hours and are failing to make satisfactory progress will be informed, in writing, of their ineligibility to receive future financial aid at the college.

Students who withdraw, or are withdrawn, from ABAC will not receive further financial aid, except under documented mitigating circumstances.

Students who lose their financial aid eligibility because of failure to meet the above standards may appeal to have their eligibility reinstated. The Financial Aid section of this Handbook outlines the appeals process.

### **Additional Requirements for HOPE Scholarship Recipients**

Students receiving the HOPE Scholarship are required to demonstrate a minimum cumulative GPA of 3.00 at the end of each spring semester and when they have attempted 30, 60, and 90 hours.

## **Appeal of Grades**

The grade appeals process is intended to provide a way for students to voice a claim of discrimination, capricious or unfair dealings, or denial of due process.

A student who wishes to appeal a final grade in a course must first appeal in writing to the instructor(s) who taught the course. The appeal must specify reasons indicating why the assigned grade is incorrect or inappropriate. Appeals of grades earned in fall semester must be delivered in writing to the instructor(s) within the first thirty calendar days from the first day of class of the following spring semester. A student wishing to contest a grade earned in spring semester or summer term must initiate the appeal within the first thirty calendar days from the first day of class of the following fall semester.

The instructor(s) to whom the appeal is made will respond to the student in writing within ten (10) business days of the date of the appeal. Should this response not satisfy the appeal, the student will appeal in writing within ten (10) business days from the date of the instructor's response to the dean of the school in which the course was taught. The dean may conduct a conference including the dean, the student, and the instructor. The dean may convene an impartial committee in the discipline to review pertinent documents. Within ten (10) business days from the date of the student's appeal to the dean, the dean will respond to the student in writing.

Should this procedure fail to resolve the appeal, the student may appeal in writing to the Vice President for Academic Affairs within ten (10) business days from the date of the dean's response. The Vice President will then take the appeal to the Academic Review Committee, where further hearings may be conducted.

Should this procedure fail to resolve the appeal, the student may appeal in writing to the President of the College within ten (10) business days of the Vice President for Academic Affairs' response. The judgment of the President will be considered the final and binding decision on the matter.

## **Academic Honors and Awards**

### **President's Honor List**

The President's Honor List includes those students who complete 12 or more academic hours (non Learning Support) during a semester with a Regents' GPA of 4.0. The list is published each semester and is provided to the hometown newspapers of those students whose names appear on the list.

### **Dean's Honor List**

To be named to the Dean's Honor List, a student must complete all academic work for which he/she is registered during the semester (at least 12 hours of academic work, not Learning Support) with a minimum Regents' GPA of 3.3. The list is published each semester and is provided to the hometown newspapers of those students whose names appear on the list.

### **Distinguished Achievement List**

The Distinguished Achievement List, published at the end of each semester, recognizes excellence in academic achievement among part-time students. To be included on this list, a student must complete between six and eleven semester hours of academic credit (non Learning Support) in a semester with a Regents' GPA of 3.5 or higher.

### **Honors Day**

Honors Day was introduced to give public recognition to students who achieve outstanding academic records. A student is selected for recognition based on the following criteria:

1. Honor Student—completing 15 semester hours of academic course work (not including Learning Support) at ABAC with a 3.2 cumulative Regents' GPA.
2. Superior Honor Student—completing 15-44 semester hours of academic course work (not including Learning Support) at ABAC with a Regents' cumulative GPA of 3.75.
3. Distinguished Honor Student—completing 45 semester hours of academic course work (not including Learning Support) at ABAC with a 3.75 Regents' cumulative GPA.

### **Honor Graduates**

Students who graduate with a high Regents' GPA and a high Overall GPA are recognized as honor graduates:  
Honors—Regents' and Overall GPAs of 3.3 to 3.74  
High Honors—Regents' and Overall GPAs of 3.75 to 3.94  
Highest Honors—Regents' and Overall GPAs of 3.95 to 4.0

### **Honors Program**

The ABAC Honors Program is a combination of special experiences during the freshman and sophomore years which together provide a more meaningful college career for academically talented students than would otherwise be the case.

All courses in the Honors Program encourage student participation through interactive classroom techniques; all classes require the students to engage in some substantial research and/or use of sources beyond the assigned textbook to supplement and enhance the students' understanding of the course material and assignments.

See the College Catalog for a listing of courses offered as Honors courses.

For further information on the Honors Program, contact Dr. Brian Ray ([bray@abac.edu](mailto:bray@abac.edu)), King Hall, Room 1A.

## **Student Services**

ABAC provides a wide variety of services to students to support the academic mission of the College and enhance student life. The following is an overview of services. If you cannot find what you need, please check the ABAC web site or visit the Office of Dean of Students, on the second floor of the Branch Student Center.

### **Academic Support Center**

The Academic Support Center, located on the first floor of the Carlton Center, includes various departments, all of which center on student success in academics at ABAC. Students can find the following support services in the Center: Student Development, Tutoring (Math, Writing, Reading), Academic Testing and Learning Support.. In addition, the Center has Academic Support Counselors available to assist all current students with their academic needs.

The Registrar maintains student enrollment records, insures that transfer credit is properly documented, and maintains the integrity of academic policies and procedures.

Student Development encompasses counseling, career development counseling and placement, disability services, national and distance learning testing, ADA compliance, and advising for students who have not declared a major.

Academic Support Counselors assist students with a variety of academic needs, including but not limited to dropping/adding a class, completing ABAC withdrawals, processing transient permission, verifying student readiness for graduation, counseling students regarding degree options and standards of academic progress, assisting students with scholarship applications, helping student identify opportunities for internships and extracurricular activities, referring students to other campus resources, and providing supplemental academic advising as needed.

Tutoring services are available at no cost to all ABAC students. Tutoring in mathematics and English are provided on a drop-in basis. Students should check each term for tutoring schedules for all other courses. Writing tutors serve the needs of student writers across the curriculum. Students receive assistance with all aspects of writing, from developing a thesis to reviewing a draft. Math tutoring provides assistance for all levels of mathematics courses from developmental through calculus.

### **Bookstore**

The ABAC Bookstore, located on the bottom floor of the Branch Student Center, offers new and used textbooks for the courses taught at ABAC. Books for courses taught in Moultrie are available in the Book Depot at ABAC on the Square.

In addition to textbooks, study guides, school supplies, greeting cards, and a wide variety of ABAC apparel and other items are found in the store. Purchases may be made using cash, personal check, or credit card. An ABAC ID is required when paying by check or credit card.

The Bookstore conducts a Book-Buy-Back at the end of each term. Watch for posters and email announcing dates. The Bookstore reserves the right to reject any book offered for sale.

The Bookstore is open from 8 a.m. to 5:30 p.m., Monday through Thursday, and from 8 a.m. to 3 p.m. on Friday, and during extended hours at the beginning of each semester. Students can also order online from the Bookstore web site, [www.abac.edu/bookstore](http://www.abac.edu/bookstore).

## **Campus Alert System**

The ABAC Campus Alert System, utilizing the Connect-Ed service, allows campus administrators to communicate quickly with students, faculty, and staff in the event of an urgent situation on campus such as class cancellations, campus closings, severe weather, or security incidents. For complete information on the Campus Alert System and to enter and/or edit your contact information, go to [www.abac.edu/campusalert](http://www.abac.edu/campusalert).

ABAC also utilizes an outdoor siren for emergency alerts, primarily for weather related events. The ABAC Web home page provides the most recent emergency updates; National Oceanic Atmospheric Administration (NOAA) weather radios are located in many ABAC office buildings; telephone trees (where assigned individuals call others with emergency messages) are utilized; and announcements are made over police cruiser PA systems when warranted.

## **Computer Services and Technology**

Do you need to use a computer to type a paper, complete homework, surf the internet to research a project, or maybe just chat with your family and friends? If so, visit the Baldwin Library, where computers and printers are available for student use during regular operating hours. PCs are also available for use by residents at ABAC Place and Lakeside.

All library computers have high-speed internet access, as well as course-specific software and Microsoft Office. Laser and color printing are available. Your ABAC Gold Card entitles you to ten dollars in printing services each semester. Additional printing can be done using General Dollars, which can be added to your Gold Card at any VTS or PHIL. The PHILs are located on the main floor of the library, Student Center near vending machines, Town Hall and Lakeside. Funds can also be added through Student Financial Services with a debit/credit card or check.

Wireless internet access is available in many academic buildings, the Student Center, library, dining hall, Town Hall at ABAC Place, and ABAC Lakeside. Visit Tech Support, located on the bottom floor of the Baldwin Library, for assistance with troubleshooting connection problems. To set up a PC for wireless, visit [www.abac.edu/CleanAccess](http://www.abac.edu/CleanAccess). Several helpful web site resources are available to students from the Office of Technology and Services home page: [www.abac.edu/oits](http://www.abac.edu/oits).

### **Accessing Online Websites**

myABAC provides students with a single sign-on website. Students log in using their Stallions email username and password. Four resources are then available to students: Stallion email, online course management (WebCT currently), Banner for student registration, and eStallion for paying online.

### **Email**

All students are given an ABAC email account and assigned a Stallions email address upon acceptance to the College. This email account is the official means of communication between the student and ABAC faculty and staff. Students should check their account frequently to keep up to date on College announcements and other communication.

### **On-Line Learning and Classroom Support**

All on-line course instructors use WebCT/VISTA. Also, many instructors use WebCT/VISTA as an on-line resource for classroom enhancement in traditionally taught courses. To access your login for WebCT/VISTA, go to the BannerWeb home page from ABAC's home page and key in the requested information. You can also find email, BannerWeb, and advisor information at this location.

## **Helpful Links**

ABAC's home page is located at [www.abac.edu](http://www.abac.edu). Use the Login link on the left side of the page to access myABAC.

You can find a number of helpful tips at [www.abac.edu/tips](http://www.abac.edu/tips), including ways to improve the performance of your PC and troubleshooting Internet Explorer.

And for easy access to answers about almost anything at ABAC, visit the on-line knowledgebase "Ask the Stallion" at [www.abac.edu/ask](http://www.abac.edu/ask).

## **Copy Machines**

A self-service photocopy machine is located in the Baldwin Library. There is a small charge per copy. Student clubs and organizations may use a photocopier located on the bottom floor of the Branch Student Center. The key to the copier room may be checked out at the Office of Dean of Deans on the second floor of the Student Center.

## **Counseling**

### **Career Counseling**

The Student Development Office, located on the first floor of the Carlton Center, assists students in choosing academic majors and identifying career alternatives. Career counselors provide individual career counseling utilizing interest, skills, values and abilities inventories, and other testing. The computerized career planning program, DISCOVER, is available for student use. Individual and group sessions and workshops on resume writing, interviewing, dress for success, and job search strategies are available to all students. Two Career Leaders' Forums, which showcase professionals in particular fields of study, are presented annually. Students are encouraged to utilize these services early in their college career, as well as close to their graduation date.

### **Personal Counseling and Testing**

The Student Development Office provides a wide variety of services to promote personal growth and development and to help students address problems of daily living. These services include personal, individual or group counseling, study skills assessment programs, crisis intervention, and interpersonal skills training. Other educational opportunities such as leadership training, human relations skill building, assertiveness training, decision making skills, and stress and anxiety management are provided. In addition, proactive and preventative group workshops, programs and outreach services are available. Consultation, referral services and crisis intervention services are also provided.

The office administers national and college-wide tests such as the SAT, ISAT, ACT, CLEP, MELAB, CAT, and DSST. Staff offer individual test proctoring services for eCore and other web based and distance learning classes. Individual personality testing services are utilized by the Counselors when appropriate.

## **Dining Services**

Finding your favorite foods on campus is a snap. Sodexo Dining is proud to offer a dining program complete with signature brands and menu selections that entail just about every item you can imagine whether it's a hot and hearty breakfast, a home-style dinner, or a fun filled special event for you and your friends. Purchases can be made in all dining locations by using cash, credit cards, or your Dining Dollars. Hours of operation for all locations are posted on the web page at [www.abac.edu/dining](http://www.abac.edu/dining).

### **Donaldson Dining Hall**

The main dining location for students with meal plans, the Donaldson Dining Hall offers fresh flavors and a great value in a fun atmosphere and restaurant-quality dining experience. Donaldson features a wide selection of food destinations, each designed to offer a variety of choices. All-you-care-to-eat meals are offered during breakfast, lunch, and dinner Monday through Friday, and brunch and dinner on weekends.

### **Pizza Hut & Subconnection**

Pizza Hut is the USA's #1 choice. Fresh, hot pizza, chicken wings, and breadsticks are made fresh daily. At Subconnection, you get enticing subs made with high quality meats, garden-fresh produce, and fresh breads. Portions are generous and made to order. Pizza Hut & Subconnection are located on the north side of Donaldson Dining Hall.

### **Coffee Shop**

Located on the second floor of the Branch Student Center, the Coffee Shop has fresh Starbucks coffee, sandwiches, crisp salads, ice cold sodas, water, muffins, brownies, and other sweets. Pick up a quick snack or meal and enjoy it while you watch the big-screen TV.

### **Aggie's Convenience Store**

The Aggie's C-Store, located in Town Hall, ABAC Place, provides a wide selection of grab and go meals, sandwiches, salads, and smoothies as well as supplies to stock your refrigerator and residence hall pantry.

### **Lakeside Convenience Store**

Located next to the cyber café at ABAC Lakeside, the C-Store offers grab and go meals, sandwiches, salads, and food items to stock your refrigerator.

## **Disability Services**

Services to students with physical and/or learning disabilities are provided through the Student Development Office. ABAC is committed to providing an equal educational opportunity (including academic, cultural and recreational experiences, and facilities) for all qualified students with documented disabilities. These opportunities include support services, auxiliary aids and accommodations for qualified individuals, based on a student's individual and documented needs in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (1990). Fostering a positive and supportive attitude towards students with any disability is important to the College's mission.

Approved documentation must be on file before accommodations can be allowed. Students with physical disabilities who plan to live on campus must give the College at least two months' notice so that living accommodations can be arranged.

For complete information on disability services, go to the web site [www.abac.edu/sd/Disability](http://www.abac.edu/sd/Disability) or visit the Student Development Office on the first floor of the Carlton Center.

## Student Financial Services

The Office of Student Financial Services is located on the second floor of the Branch Student Center. For complete information on programs to assist with your college expenses, eligibility requirements for these programs, and application procedures, visit the Financial Aid web site at [www.abac.edu/fa](http://www.abac.edu/fa).

Through a program of federal, state, and institutional aid, ABAC can assist qualified students in obtaining a college education. Financial aid is awarded on the basis of financial need and academic achievement. ABAC uses the Free Application for Federal Student Aid (FAFSA), available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), to determine financial need. Each financial aid student is required to comply with the Selective Service registration procedure. Each student must certify that he/she is not in default on any Title IV educational loans, does not owe a repayment on any Title IV educational grants, and has not borrowed in excess of loan limits.

Financial aid is awarded on a yearly basis. Each award year begins with the fall semester and ends with the summer term. A Free Application for Federal Student Aid (FAFSA) may be completed any time after January 1, before the intended academic year. Although applications can be submitted throughout the academic year, students who apply for financial assistance after July 15 for fall or after November 15 for spring should not expect aid to be finalized before classes begin.

### Applying for Financial Aid

To apply for financial aid programs, students must complete the Free Application for Federal Student Aid (FAFSA) and request a PIN at [www.pin.ed.gov](http://www.pin.ed.gov). The FAFSA is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students who wish to apply for the HOPE Scholarship only and do not wish to be considered for federal financial aid programs may complete the Georgia Scholarship/Grant Application (GSFAPPS), available online at [www.gacollege411.org](http://www.gacollege411.org).

### Types of Financial Aid

Financial aid programs offered at ABAC include both federal and state programs. Federal programs include Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Academic Competitiveness Grants (ACG), Federal College Work-Study, and Student and Parent Loans. More information on these programs is contained in the Federal Student Guide, a free booklet about federal financial aid from the US Department of Education. The booklet is available in the Office of Student Financial Services. Information is also available online at [www.abac.edu/fa](http://www.abac.edu/fa).

The Federal Work-Study Program provides jobs for students with financial need, allowing them to earn money to help pay education expenses. Most work-study positions are located on campus; however, some off-campus positions are available. The ABAC Human Resources Office, located on the third floor of the Branch Student Center, administers the work-study program as well as coordinating other employment opportunities for students. Information is available online at [www.abac.edu/jobplacement](http://www.abac.edu/jobplacement), or students may visit the HR Office during regular business hours.

State financial assistance includes HOPE Scholarship, HOPE Grant, and Leveraging Educational Assistance Partnership (LEAP) Program. Information on these programs is available online at [www.abac.edu/fa](http://www.abac.edu/fa) or [www.gacollege411.org](http://www.gacollege411.org).

Each year the ABAC Foundation grants many different scholarships which are made available through the generosity of alumni, friends, and supporters of ABAC. Academic excellence, financial need, and major field of study are just a few of the criteria used for selecting recipients. Students should go to [www.abac.edu/scholarships](http://www.abac.edu/scholarships) for information on applying for ABAC scholarships.

## Standards of Academic Progress for Financial Aid

Students who receive financial aid through the College must meet minimum standards of academic progress in order to continue to receive aid. These standards apply to all institutionally awarded federal and state funds, including Pell Grant, Federal Supplemental Education Grants, Federal Work-Study, HOPE scholarships, Federal Stafford Student loans, and Federal Parent Loans (PLUS).

1. **Qualitative Standard**—Students receiving financial aid must maintain Good Academic Standing, as defined in the Academic Information section of this Handbook, under Standards of Academic Progress.
2. **Quantitative Standard**—A student enrolled in six (6) or more credit hours must satisfactorily complete at least 67% of the credit hours attempted, and on which financial aid was based. A student enrolled in less than six (6) credit hours must satisfactorily complete all hours attempted, and on which financial aid was based. Satisfactory completion is defined as a letter grade of *A, B, C, D, or IP*. Unsatisfactory completion is defined as a letter grade of *F, I, W, or WF*.
3. **Time Frame**—Federal regulations limit receipt of federal financial aid to no more than 150% of the course work required for any particular degree or certificate. The average certificate program at ABAC requires approximately 30 credit hours, 150% of which is 45. The average associate degree at ABAC requires approximately 60 credit hours, 150% of which is 90. The average baccalaureate degree at ABAC requires approximately 120 credit hours, 150% of which is 180. Therefore, no further aid will be awarded when a student has attempted 45 credit hours in the one-year certificate program, 90 credit hours in an associate degree program, or 180 hours in a baccalaureate program. Learning Support courses will not be included in the total credit-hour limitation. Transfer credit will be included. Pre-nursing majors are limited to a total of 50 attempted credit hours of financial aid; however, financial aid eligibility is re-established for pre-nursing majors once accepted into the nursing program.

The Office of Student Financial Services will evaluate satisfactory progress once each academic year, at the end of spring term. At this time, students who have attempted six or more hours and are failing to make satisfactory progress will be informed, in writing, of their ineligibility to receive future financial aid at the college.

Students who withdraw, or are withdrawn, from ABAC will not receive further financial aid, except under documented mitigating circumstances.

## Appeals Process for Possible Reinstatement of Financial Aid Eligibility

Students who lose their financial aid eligibility because of failure to meet the above standards may appeal to have their eligibility reinstated; however, students whose financial aid is reinstated following an appeal may be held to higher standards of academic progress than those listed above. Appeals must be in writing and in person, using the following channels, in the following order:

1. Students submit a written appeal to the Director of Student Financial Services. The appeal should include any appropriate third-party documentation of the circumstances. The Director will inform students in writing of his/her decision.
2. Students may appeal the decision of the Director of Student Financial Services to the Student Financial Aid Committee. Students make appointments through the Student Financial Services Office to appeal in person and must also submit a written letter of appeal. Students are encouraged to present at least one letter of support from their academic advisor or a faculty member familiar with their situation. The Committee reserves the right to advise students as to their course loads and the possible need for counseling and/or academic advisement. The Committee will notify students in writing of the decision. If the appeal is granted and the student subsequently fails to maintain progress, the student may not appeal a second time to the Student Financial Aid Committee.
3. Students may appeal the decision of the Student Financial Aid Committee to the Director of Student Financial Services. Students make appointments to appeal in person by calling the Office of Student Financial Services and must also submit a written appeal which demonstrates that one of the following has occurred:
  - a. The student has not received due process
  - b. The student has been discriminated against

- c. The student has not been treated in an equitable manner
- d. The decision of the Student Financial Aid Committee was arbitrary and capricious.

The Director of Student Financial Services will notify the student in writing of his/her decision.

### **Out-of-State/Nation Tuition Waivers**

ABAC offers a limited number of out-of-state and out-of-nation tuition waivers each semester to outstanding students from other states or nations. These waivers are administered through the Admissions Office. Students must re-apply for these waivers each semester. Information and an application are available online at [www.abac.edu/admissions/forms/applicationstatednationwaiver.pdf](http://www.abac.edu/admissions/forms/applicationstatednationwaiver.pdf).

### **Veterans' Educational Benefits**

The Office of Student Financial Services on the second floor of the Student Center provides assistance to veterans in enrollment verification and other services.

### **Student Accounts**

ABAC partners with TouchNet to provide students easy access to their student financial accounts and to pay tuition and fees. Students may also set up authorized user accounts for parents and other individuals who will be paying on their behalf.

Students or authorized users may pay on line using MasterCard, Discover Card, and American Express. Visa is not accepted. There is a 2.75% credit card transaction fee. On-line payments can also be made via Webcheck, an ACH transaction, with no additional fees.

### **Refunds of Tuition and Fees**

Although situations vary according to individual circumstances, students who withdraw totally from ABAC during a semester may be eligible for a partial refund of tuition and fees. Fees are prorated for the time spent in class. If a student completes at least 60 percent of the semester, then no refund is given. Students who continue to attend one or more classes are not eligible for any refund.

For more information on student financial services, go to [www.abac.edu/sfs](http://www.abac.edu/sfs) or visit the Office of Student Financial Services on the second floor of the Student Center.

## **Gold Card**

Your ABAC Gold Card is your ID card and much more. In addition to being a required photo ID for ABAC events and services, you can use your Gold Card to purchase items in vending machines on campus, make copies, and enjoy dining and convenience store services.

You must deposit money into your ABAC Gold Card account in order to activate the debit card function. You can make deposits at any of several VTS locations around campus: on the second floor of the Student Center, Town Hall at ABAC Place, the lobby at ABAC Lakeside, or the library. Or you can visit the Gold Card Office located in Town Hall at ABAC Place. When you make purchases, the amount of the purchase is automatically deducted from your Gold Card account up to the available balance. And, best of all, you pay no interest, monthly service charges, or annual maintenance fees to use your card!

For complete information on the ABAC Gold Card, including policies and procedures for acquiring and using your card, visit [www.abac.edu/goldcard](http://www.abac.edu/goldcard).

### **Lost, Stolen, or Replacement Cards**

Report immediately any lost or stolen card or unauthorized card usage in person to the ABAC Gold Card Office in Town Hall at ABAC Place or by phone at 229-391-5140, during regular business hours. After hours, contact ABAC Police at 229-391-5060. Then return to the Gold Card Office the following business day to purchase a new card. You are responsible for all usage of the card prior to proper notification to the ABAC Gold Card Office or ABAC Police.

If possible, in all circumstances of card replacement, the old card should be turned in to be destroyed. There is no charge for the first replacement card. There is a fee of \$10.00 for the second replacement, \$25.00 for the third replacement, and \$50.00 for all subsequent replacements. The number of replacement cards issued is based on the count provided by Blackboard, the student ID system.

### **Discounts**

A number of local businesses, including restaurants, provide discounts to ABAC students with their ABAC Gold Cards. The Gold Card web site ([www.abac.edu/goldcard](http://www.abac.edu/goldcard)) contains a complete listing of these discount offers.

## **Health Services**

ABAC provides students with health care services and health-related educational programs consistent with its mission and reflecting the needs of the campus community. The ABAC Student Health Center is located in the Health Sciences Building, through the rear entrance. The Health Center is staffed by physicians, nurses, and nurse practitioners who provide care for acute illnesses, minor injuries, allergy shots, immunizations, and well-woman care such as Pap smears and contraception. All student health records are held in strict confidence by the Health Center staff.

Students with serious illness or injury should seek emergency health care in the community or call “911”.

### **Student Health Center Hours**

Monday – Thursday: 9 a.m. to 4:30 p.m.; Friday: 9 a.m. to 2 p.m.

The Student Health Center is open from the first day of classes until the last day of final examinations each semester for patient care. The Health Center is open during semester breaks for immunizations and access to records. Visit the Student Health Center web site at [www.abac.edu/healthcenter](http://www.abac.edu/healthcenter) for updated information on hours and services.

### **Cost of Services**

Students registered for six or more hours pay a health fee at registration and are eligible for services. There is no additional charge to see the physician, nurse, or nurse practitioner. However, charges may apply to cover the cost of some medical supplies, laboratory tests, immunizations, and medications. The Student Health Center has a limited formulary of the most commonly used prescription and non-prescription medications used in college health. Students seeking health care in the community by referral from the Student Health Center are responsible for any costs incurred.

### **Required Immunizations**

Each student must submit a certificate of immunization to the Health Center prior to admission to the College. This form is part of the admission paperwork.

MMR: Students born in 1957 or later must prove immunity to measles, mumps, and rubella by taking two MMR vaccinations or by providing laboratory evidence of immunity.

Tetanus:	Students must have taken a tetanus booster within 10 years of matriculation.
Varicella	Students must prove immunity to varicella (chicken pox). This may be accomplished by giving a history of chicken pox or shingles illness to a health care provider with the date of illness or by taking two varicella vaccinations or by providing laboratory evidence of immunity.
Hepatitis B:	Students under the age of 19 years must prove immunity to Hepatitis B. This may be accomplished by taking three Hepatitis B vaccines or providing laboratory evidence of immunity.
Meningitis:	Students planning to reside in campus housing will receive information regarding meningococcal disease. For students electing to take the vaccine, one dose is recommended with a booster in five years. Otherwise, students must sign a form that documents that they decline the vaccine.

NOTE: It is strongly recommended that students make a copy of their immunization records and keep these records among their important papers. The Student Health Center archives student health records for five years. After five years the records are destroyed.

## **Housing and Residential Life**

Campus residential life is an important part of the college experience. Students who live on campus are generally retained at higher levels, undergo greater personal growth and development, and are more engaged in extra-curricular activities than students who live off campus. Besides, living on campus is really convenient!

*All first-year students are required to live on campus unless they qualify and apply for a waiver. All freshmen who have earned fewer than 24 semester hours of collegiate level credit and who have not cleared Learning Support requirements are required to live on campus. However, ABAC offers state-of-the-art on-campus housing opportunities for students in all stages of their college career. For complete information on housing at ABAC, visit the web site at [www.abac.edu/housing](http://www.abac.edu/housing).*

### **ABAC Place**

ABAC Place has 835 beds in apartment-style units. The majority of the units are 4-bedroom, 2-bathroom, but a limited number of 3-bedroom, 2-bath, and 2-bedroom, 2-bath units are also available.

Each private bedroom is fully furnished with a double bed, chest of drawers, desk, and chair. The common living room is furnished with sofa, oversized chair, and tables. Kitchens are equipped with dishwashers, microwaves, garbage disposals, full-size ranges, and refrigerators. Cable television and high speed internet access are also available in each apartment unit. Laundry facilities and group study spaces are located on each floor of the apartment complex.

ABAC Place also includes the Town Hall. This facility contains administrative offices, recreational facilities, a fitness center, group meeting space, a computer lab, and a convenience store.

### **ABAC Lakeside**

ABAC Lakeside provides housing for 489 freshmen in 2-person and 4-person suites. Rooms in each suite are fully furnished with extra-long twin size bed, chest of drawers, desk, and chair. Kitchenettes in each suite contain a full-size refrigerator, microwave, and sink. All utilities, including wireless connectivity and cable television, are provided.

Community spaces at Lakeside include two spacious lobbies, a multi-purpose meeting room, kitchen, game room and lounge. Study rooms are located on each floor. A convenience store, vending machines, and laundry facilities are located on the first floor.

### **Community Assistants**

Leadership and employment opportunities are available to on-campus residents through the Community Assistant (CA) program. CAs receive free housing in either Lakeside or ABAC Place in exchange for assigned responsibilities as part of the Housing staff. Complete information on the CA program is available online at [www.abac.edu/housing](http://www.abac.edu/housing), or interested students can see the Assistant Director of Housing in Town Hall at ABAC Place.

### **Immunizations**

State law requires that each student living in on-campus housing be vaccinated against meningitis or to document that he/she is aware of the vaccine but elects not to be vaccinated. The meningitis vaccine may be obtained from a student's local health department or physician or through the ABAC Health Center.

## **Insurance**

A low-cost student health insurance plan is available through Pearce & Pearce, Inc. Premiums are paid twice a year, fall and spring, when tuition and other fees are paid. For complete information on benefits and cost, visit [www.pearceandpearce.com](http://www.pearceandpearce.com). Information is also available in the Office of the Dean of Students, located on the second floor of the Student Center.

## **Library**

The Baldwin Library, located on the second and third floors of the Carlton Center, serves as the central learning center for the College. Its collections include approximately 74,000 volumes, 24,000 pieces of microfilm, an audiovisual collection, the Georgiana Collection, the College archives, and subscriptions to approximately 300 magazines and newspapers. GALILEO, an electronic resource, allows access to over 100 databases, internet, the library catalogs of all University System of Georgia libraries, and other Georgia libraries. GALILEO also provides access to information for ABAC students taking courses at off-campus sites.

Computers for student use are located throughout the library. Individual or small group study rooms are available on the third floor. The library offers extended hours of operation during final exam week.

Visit the library web site at [www.abac.edu/library](http://www.abac.edu/library) for current hours of operation and other information.

## **Post Office**

The ABAC Post Office is located on the first floor of the Branch Student Center. Mail boxes are available to students on a first-come, first-served basis. There is no charge for this service. Your name, ABAC box number, 2802 Moore Highway, Tifton, GA 31793, is the correct mailing address. Anyone desiring to receive mail at the post office must have an assigned mail box.

The post office window is open for service Monday – Thursday from 8:30 a.m. to 12:30 p.m. and 2:30p.m. to 4:45 p.m. Friday hours are 8:30 a.m. to 1:00 p.m.

## **Student Life**

ABAC provides various types of student activities which furnish training and leadership, afford opportunities for diversion, and promote growth and development of the student. These activities enhance and support the academic life of the College, and students who participate in College sponsored extra-curricular activities generally perform better in the classroom than students who do not participate. There are many choices; so consider your options and get involved!

### **Student Government Association (SGA)**

The SGA is the voice of the students at ABAC and provides many opportunities for leadership. Through its three branches—executive, legislative, and judicial—the SGA fulfills its purpose to act as an agent in the presentation of matters of student welfare, to advise in all matters affecting the affairs of the student body and its organizations, and to promote and further the interests of the student body.

The SGA office is located on the first floor of the Branch Student Center.

The executive branch includes the president and vice-president (elected by the student body); the secretary, treasurer, club-coordinator, and parliamentarian (appointed by the president of SGA); and class officers (elected by members of their class).

Membership of the Student Senate, the legislative branch, consists of one representative from each chartered student club or organization as well as senators elected at large.

The judicial branch is made up of the Student Judiciary Committee, Traffic Court, and other lower courts as appointed by the SGA president with Senate approval.

Elections for SGA president and vice president and sophomore, junior, and senior class officers are held in the spring. Freshman class officers are elected in the fall.

### **Campus Activities Board**

ABAC's Campus Activities Board (CAB) plans and administers recreational, social, cultural, and educational activities for the members of the ABAC community. Campus Activities Board is an open organization, meaning any student can become a member. We highly encourage ABAC students to participate in campus events, provide feedback, and get involved in the process of making Abraham Baldwin Agricultural College a more student-centered campus. CAB is located in the John Hunt Town Center. Contact Kris Liebegott for more information at [kliebegott@abac.edu](mailto:kliebegott@abac.edu).

### **Student Communications Media**

#### ***The Stallion***

ABAC's student newspaper has been the state's top college newspaper in its class for over 30 years. Members of the newspaper staff provide news, features, sports stories, entertainment, photography, cartoons, editorial comment, and advertisements relative to the College campus and its people. The *Stallion* office is located on the third floor of the Branch Student Center. Participation is open to all interested students. Email [stallion@stallions.abac.edu](mailto:stallion@stallions.abac.edu).

### ***Pegasus***

ABAC's nationally acclaimed literary magazine is issued during spring semester. *Pegasus* features poetry, essays, fiction, feature articles, art, and photography by ABAC students, faculty, staff, and alumni. Area high school students who participate in the magazine's annual contest also have material featured in the publication.

The *Pegasus* office is located on the third floor of the Branch Student Center. Opportunities are available for students who want to contribute material to the magazine or work on editing and publishing. Additional information is available at [www.abac.edu/pegasus](http://www.abac.edu/pegasus).

### **WPLH**

Completely operated by students, the campus radio station features a full-time broadcast schedule which offers a wide variety of musical entertainment as well as news, features, and other entertainment. You can even listen online at [www.abac.edu/wplh](http://www.abac.edu/wplh).

The broadcasting studio and office are located on the third floor of the Branch Student Center. DJs are always needed as well as student managers of the station.

## **Baldwin Players**

Any student whose interests include carpentry, sound and light technology, public relations, clothing design, theatrical production, or acting should consider joining the Baldwin Players. The Players stage two productions each year. Auditions are announced well in advance and are open to all students. For more information, interested students should contact Dr. John Galyean ([jgalyean@abac.edu](mailto:jgalyean@abac.edu)) in the School of Liberal Arts. Dr. Galyean's office is located on the third floor of Conger Hall.

## **Music Organizations**

Concert Band, Jazz Ensemble, Concert Choir, Chamber Singers, and Jazz Choir are open to all students who are interested in music, but auditions may be required for membership. In addition to a highly anticipated on-campus concert every semester, each group performs at various civic group events, community festivals, and at various high schools. The Jazz Ensemble recently toured and performed in Europe, while the choirs have performed in New York and at Disney World. For information on participation in the Concert Band or Jazz Ensemble, see Mr. Don Coates, whose office is in the Music Building ([dcoates@abac.edu](mailto:dcoates@abac.edu)). For information on choral groups, see Dr. Susan Roe ([sroe@abac.edu](mailto:sroe@abac.edu)), also located in the Music Building.

## **ABAC Ambassadors**

The Ambassadors, a select group of students chosen for their enthusiasm, premier leadership ability, and exceptional communication skills, represent ABAC in Tifton and across the state of Georgia. The ABAC Ambassadors provide official campus tours, host visiting dignitaries, and assist with on-campus functions. The Ambassadors *are* the face of ABAC.

Ambassadors are chosen at the beginning of each fall semester. Applications are available online or can be picked up from the Public Relations Office in Evans Hall. Mandatory personal interviews and a social are critical in the highly competitive selection process.

For further information about becoming an ABAC Ambassador, contact Ms. Pam Leonard ([pleonard@abac.edu](mailto:pleonard@abac.edu)), Donna Webb ([dwebb@abac.edu](mailto:dwebb@abac.edu)) or Ms. Ashley Williamson ([awilliamson@abac.edu](mailto:awilliamson@abac.edu)).

## **Greek Social Organizations**

ABAC recognizes the value of social Greek organizations as a co-curricular experience which provides students with unique leadership and social opportunities. Therefore, the College has allowed several organizations to establish colonies on campus. For more information about Greek life at ABAC, contact Mr. Kris Liebegott (kliebegott@abac.edu) in the John Hunt Town Center at ABAC Place.

## **Student Clubs**

With approximately 30 student clubs in addition to the organizations described above, ABAC has at least one group to match the interests of every student. Most major fields of study have an affiliated club which sponsors activities and programs to supplement students' learning in the classroom. Phi Theta Kappa, the Honors Club, and Alpha Beta Gamma & Entrepreneurial Society cater to honors students. The College Republicans, College Democrats, and Political Science Club provide opportunities for students to debate and participate in current events. The Cultural Latina Club, MASDA, and International Club focus on various cultural interests. Other clubs, such as the Baptist Collegiate Ministries (BCM) and Christian Student Fellowship, emphasize the spiritual side of college life.

Go to [www.abac.edu](http://www.abac.edu), click on "ABAC Students," and follow the "Clubs and Organizations" link on the left to access web pages for most student groups. Clubs generally announce meetings via Stallions student email. So choose a club that looks interesting and check it out. Don't be a wallflower!

## **Athletics and Recreation**

### **Intercollegiate Athletics**

Intercollegiate athletics, both male and female, are an integral part of student life at ABAC. The College participates in six intercollegiate sports--baseball, golf, men's and women's tennis, women's softball, and women's soccer. Each full-time student is invited and strongly encouraged to try out for collegiate athletic teams.

ABAC is a member in good standing of Region 17 of the Georgia Junior College Athletic Association and the National Junior College Athletic Association. The "Golden Stallions" and "Fillies" are always strong competitors against the best college competition available.

All home athletic contests are free to full-time students, so come out and support your teams!

### **Recreational Sports**

Through a program of recreational sports including basketball, bowling, softball, flag football, golf, and tennis, every student has the opportunity to engage in sports and recreational activities. Participation is entirely voluntary; however, varsity athletes are not allowed to participate in the sport in which they compete on an intercollegiate level. The desire for fun, exercise, social contact, and friendly competition in a wholesome, satisfying atmosphere furnishes the stimulation for the activities and tournaments offered.

ABAC has been a member of the National Intramural-Recreational Sports Association (NIRSA) since 1980 and has a full-time Director on staff who has been certified (CRSS) by NIRSA. This office is committed to providing quality recreational sports programs and facilities to the ABAC community.

For more information on Recreational Sports, email Mr. Alton Hudgins [ahudgins@abac.edu](mailto:ahudgins@abac.edu).

## **ABAC Pool**

The ABAC pool is open for recreational swimming from April through September. Hours are Monday – Thursday from 3 p.m. to 7 p.m.; Friday, Saturday, and Sunday hours are 1 p.m. to 6 p.m.

All ABAC students must show their ABAC ID for admission. Students may invite one guest, but must accompany the guest at all times. Guest passes should be purchased ahead of time from the Cashier in the Student Financial Services Office on the second floor of the Student Center. The cost per guest is \$4.

ABAC clubs and organizations who wish to book parties at the pool must reserve the facility through the campus facility scheduler. Before scheduling the pool, groups must have approval for the event by the Dean of Students (229-391-5130; [bhughes@abac.edu](mailto:bhughes@abac.edu)). Parties can be booked only after the pool is closed for regular hours. There is a requirement of one lifeguard per every 15 party members. ABAC lifeguards will be used, and the sponsoring organization will be responsible for paying them. In addition to lifeguards, at least one faculty or staff advisor will be in attendance throughout the event.

Specific rules and regulations regarding personal conduct are posted in the pool area.

## **Forest Lakes Golf Club**

Forest Lakes Golf Club, located at 80 Moorman Drive in Tifton, is owned by the ABAC Foundation and operated by ABAC. The 9-hole course is open from 8:00 am until sunset seven days a week.

The par 72 course plays 6,970 yards from the gold tees over 18 holes.

ABAC students can play 9 holes on weekdays for \$10, and 18 holes for \$15. On weekends and holidays, the cost is \$12 for 9 holes, and \$17 for 18 holes. Students must show their ABAC ID.

Call 229-382-7626, for more information.

## **Lake Baldwin**

Fishing is permitted in Lake Baldwin by permit only. Students may obtain a permit at the administrative office of the School of Agriculture and Natural Resources, located in the Agricultural Sciences Building. Students must show their ABAC ID and proof of a valid Georgia fishing license.

Swimming is not permitted in Lake Baldwin.

Boating is not allowed on Lake Baldwin except as a part of a class or a supervised camp or group outing.

## **Awards**

### **Donaldson Award**

The George P. Donaldson Award recognizes the most outstanding member of the graduating class. Named in honor of a former ABAC President, Dr. George P. (Pete) Donaldson, the award is presented by the ABAC Alumni Association at the December and May graduation ceremonies.

# **Student Code of Conduct and Disciplinary Procedures**

## **I. Purpose**

Abraham Baldwin Agricultural College (ABAC) has the dual responsibility of educating students and helping them develop into mature citizens who take their place in the larger community. In order to accomplish this mission, the College seeks to develop an environment which fosters respect and integrity among its members. To facilitate this environment and to meet its educational goals, the College has adopted conduct regulations for individuals and organizations and has established a judicial process for dealing with alleged violations of those regulations.

Conduct which is of a disorderly nature and in violation of written policy shall subject the student or organization to disciplinary action. The student is also subject to city, state, and federal law. The College will not intervene nor will it ask special treatment for a student who has violated any law.

Proceedings under this Code may be instituted against students charged with a violation of a city, state, or federal law when the alleged conduct is also a violation of this Code. Proceedings under this Code may be carried out before, simultaneously with, or following civil or criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

Generally, College conduct regulations shall apply to conduct which occurs on College premises. Further, the conduct regulations shall apply to conduct which occurs while a student is attending or participating in any College sponsored activity wherever that activity may take place, or any behavior, on or off College premises, which adversely affects the College community or the pursuit of its objectives.

All students are subject to the regulations outlined in the Code of Conduct, College Catalog, and Student Handbook. Unfamiliarity with these regulations is not a valid excuse for infractions.

Provisions of the Student Code of Conduct may be revised, supplemented, or amended as necessary at any time by the appropriate College authorities. The students and administration of Abraham Baldwin Agricultural College are bound by the regulations set forth in the following as well as any additional rules and regulations resulting from revisions to the Code during any academic year.

## **II. Definitions**

When used in this Code:

1. The terms "College" and "Institution" mean Abraham Baldwin Agricultural College and all of its schools, divisions, departments, and programs.
2. The term "organization" means a number of persons who have complied with College requirements for recognition (charter).
3. The term "student" means any person who is taking or auditing classes at the College, or is matriculated in any College program.
4. The terms "College premises" and "College property" mean buildings or grounds owned, leased, operated, controlled, or supervised by the College.
5. The term "weapon" is defined in accordance with state law, and includes any object or substance designed to inflict a wound or cause injury.
6. The term "College sponsored activity" means any activity on or off College premises that is directly initiated or supervised by the College.
7. The terms "will" or "shall" are used in the imperative sense.

### **III. Academic Conduct Code**

#### **A. Academic Dishonesty**

Academic irregularities include, but are not limited to, giving or receiving of unauthorized assistance in the preparation of any academic assignment; taking or attempting to take, stealing, or otherwise obtaining in an unauthorized manner any material pertaining to the education process; selling, giving, lending, or otherwise furnishing to any person any question and/or answers to any examination known to be scheduled at any subsequent date; fabricating, forging, or falsifying lab or clinical results; plagiarism in any form related to themes, essays, term papers, tests, and other assignments; breaching any confidentiality regarding patient information.

#### **B. Disciplinary Procedures**

1. If a student admits responsibility in a case of suspected academic dishonesty which does not involve a grade penalty significant enough to alter the student's final grade in the course, the faculty member may handle the case on an informal basis by talking with the student and securing a signed statement from the student admitting responsibility and acknowledging the penalty to be imposed, if any. In all cases of suspected academic dishonesty in which the student does not admit responsibility or in which the grade penalty would alter the student's final grade in the course, the faculty member will contact the Office of the Vice President for Academic Affairs. The Vice President for Academic Affairs will notify the student in writing of the report and will appoint a neutral person from among the faculty or staff to meet with the faculty member who reported the matter and the student(s) believed to have engaged in academic dishonesty. The purpose of the meeting, to be scheduled by the Office of the Vice President for Academic Affairs, will be to provide a facilitated discussion about what may have occurred. The faculty member who reported the matter, the student(s) believed to have engaged in academic dishonesty, and the facilitator are the only participants in the meeting. Audio nor video recordings of these proceedings will be permitted. Following the discussion, the facilitator will submit a form summarizing results of the proceedings to the Office of the Vice President for Academic Affairs.
2. The faculty member and student(s) may reach an agreement about the matter and, if dishonesty is involved, may determine the appropriate consequences. If no resolution is agreed upon, the matter will be forwarded to the Dean of Students, who will convene the Student Judiciary Committee to determine the outcome of the allegation.
3. Guidelines for disciplinary procedures as outlined in Section V of the Student Code of Conduct will be applicable in cases involving alleged academic dishonesty. A written copy of the recommendations by the Student Judiciary Committee shall be sent not only to the student but also to the faculty member who made the allegations of academic dishonesty against the student, to the Vice President for Academic Affairs, and to the President.
4. Prior to any finding of responsibility on the part of the student, the faculty member shall permit the student to complete all required academic work and shall evaluate and grade all work except the assignment(s) involved in the accusation of dishonesty. The faculty member may, however, take any action reasonably necessary to collect and preserve evidence of the alleged violation and to maintain or restore the integrity of exam or laboratory conditions.
5. A student may not withdraw from a course to avoid penalty of plagiarism or other forms of academic dishonesty.

#### **C. Appeals Process**

Students have the right to appeal a Student Judiciary Committee hearing recommendation in accordance with the following procedures:

1. Requests for appeals must be submitted in writing to the Office of the Vice President for Academic Affairs within five business days of the date of the letter notifying the student of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.
2. Written requests for appeals must be specific and detailed as to the nature and substance of the student's complaint and must clearly indicate what action is requested. The written request should

specify the grounds for appeal. Judicial recommendations may be appealed on the following grounds:

- A violation of due process
  - Prejudicial treatment by the original hearing body
  - New evidence has become available which was not available at the time of the hearing.
3. Appeals shall be decided upon the record of the original proceedings, the written appeal submitted by the defendant, and any written briefs submitted by other participants. Cases will not be reheard on appeal.
  4. If the student is dissatisfied with the decision of Vice President for Academic Affairs, the student may request in writing that the President consider the appeal, but such request must be made within five business days of the Vice President's decision will be considered final and conclusive.
  5. Within five business days of receiving the appeal, the President will either rule on the appeal or refer the appeal to a special Presidential Panel. The Presidential Panel will review all facts and circumstances connected with the case and within five business days make a report of its findings to the President. After consideration of the Panel's report, the President will within five business days make a decision which shall be final so far as the College is concerned.
  6. Should the student be dissatisfied with the President's decision, written application may be made to the Board of Regents for a review of the decision. This application must be submitted within twenty days following the decision of the President. Additional information regarding procedures for appealing to the Board is available in the President's Office. The decision of the Board shall be final and binding for all purposes.

#### **IV. Non-Academic Conduct Code**

##### **A. Alcohol**

1. The possession, consumption, and/or manufacture of alcoholic beverages on Abraham Baldwin Agricultural College property is prohibited.
2. If a student is under the age of 21 and determined to be under the influence of alcohol, he/she will be cited for underage consumption of alcohol and referred to the appropriate authorities for disposition by the appropriate disciplinary process.
3. A student in an intoxicated state manifested by boisterousness, rowdiness, obscene or indecent appearance, or by vulgar, profane, lewd language or other disorderly behavior will be cited and referred to the appropriate authorities for disposition by the appropriate disciplinary process.
4. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age of 21.

##### **B. Drugs**

1. The possession or use (without valid medical or dental prescription), manufacture, distribution, or sale of any drug controlled by federal or Georgia law is prohibited.
2. Possession and/or use of drug paraphernalia, including but not limited to any form of bong or smoking device, such as a hookah, even if not used or used for tobacco products, is prohibited.

##### **C. Tobacco**

1. The use of tobacco products in any building on campus is prohibited.
2. Smoking is not allowed within 25 feet of any building on campus.
3. Smoking is not allowed on the grounds of ABAC Place and Lakeside, except in designated smoking areas.

**D. Damage to Property**

1. Malicious or unnecessary damage or destruction of property belonging to Abraham Baldwin Agricultural College, its visitors, or to a member of the college community is prohibited.
2. Improper disposal of any form of litter on campus is prohibited.
3. Unauthorized writing on or defacing of College property is prohibited.

**E. Disorderly Assembly**

1. The Board of Regents (BOR) Policy Manual, Section 1902, states, "Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on any campus of the University System is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment" (BR Minutes, 1968-69, pp. 166-168; 1970-71, p. 98).
2. No person or group of persons shall obstruct the free movement of other persons about the campus, interfere with the authorized use of facilities, or prevent the normal operation of the College.
3. This section should not be construed so as to deny any students the right of peaceful assembly, within reasonable time, manner, and place regulations.

**F. Disorderly Conduct**

1. Disorderly or obscene conduct or breach of the peace on College property or at any function sponsored or supervised by the College or any recognized College organization is prohibited.
2. No person shall push, strike, or physically assault any member of the faculty, administration, staff, student body, or any visitor to the campus.
3. Conduct on College property or at functions sponsored or supervised by the College or any recognized College organization which materially interferes with the normal operation of the College or the requirements of appropriate discipline is prohibited.
4. No student shall enter or attempt to enter any dance, social, athletic, or any other event sponsored or supervised by the College without credentials for admission (official ABAC identification card and ticket, invitation, etc.) or in violation of any reasonable qualifications established for attendance. At such College functions a student must present proper credentials to properly identified College faculty or staff upon request.
5. Conduct and/or expressions which are obscene or which are offensive to the prevailing standards of an academic community are prohibited.
6. No student shall interfere with, give false name to, or fail to cooperate with any properly identified College officials while these persons are in performance of their duties.
7. Verbal or sexual harassment, terroristic threats or abuse, and sexual assault are prohibited.
8. No student shall deliberately fail to heed a disciplinary summons, oral or written, to report to an administrative official or an authorized Student Government Association (SGA) official or judicial committee.
9. Failure to comply fully with a disciplinary sanction is prohibited.
10. The use of cell phones, pagers, or any other electronic devices in a manner that causes a disruption in the classroom, library, or other college facilities is prohibited.

**G. Falsification of Records**

No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged any record, form, or document used by the College.

**H. Explosives**

No student shall possess, furnish, sell or use explosives of any kind on College property or at functions sponsored or supervised by the College or any registered College organization.

**I. Fire Safety**

1. No person shall tamper with, damage, or disconnect any fire safety equipment.
2. No student shall set or cause to be set any unauthorized fire in or on College property.
3. The possession or use of fireworks on College property or at events sponsored by or supervised by the College or any registered College organization is forbidden. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
4. The unlawful possession, sale, furnishing, or use of any incendiary device is prohibited.
5. No student shall make, or cause to be made, a false fire alarm or issue a false bomb threat.
6. Remaining in a campus facility during a fire alarm without permission by the appropriate authorities is strictly prohibited.

**J. Weapons**

1. Student possession of weapons on College property or at events sponsored by the College or any registered College organization is prohibited.
2. Permission to bring a weapon on campus for class demonstrations, training, etc., must be secured from ABAC Police Department.

**K. Hazing**

All rites and ceremonies of induction, initiation, or orientation, or private actions by individuals which tend to cause or allow mental or physical suffering are prohibited. Specifically, hazing is defined as any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or the breaking of College rules.

**L. Joint Responsibility for Infractions**

1. Students who knowingly act in concert to violate College regulations will be given joint responsibility for such violation.
2. Students are liable for the actions of their visitors, if the student is aware of, or in the presence of the visitor, when the visitor violates articles of the Student Code of Conduct.

**M. Misuse of Student Identification Cards or Permits**

1. Lending, selling, or otherwise transferring a student identification card or parking permit is prohibited.
2. The use of a student identification card or parking permit by anyone other than its original holder is prohibited.
3. No student may obtain under false pretenses any additional student identification cards or permits.
4. The creation of a fake identification card or parking permit as well as the altering of a valid student identification card or parking permit is prohibited. The replication and distribution of the same is also prohibited.
5. Failure to surrender a College identification card or permit to a properly identified and authorized College official is prohibited.
6. Intentionally damaging an ABAC identification card is prohibited. It is the student's responsibility to have a damaged card replaced.

**N. Theft**

1. No student shall sell anything not his or her own without written permission of the owner.
2. No student shall take, attempt to take, or keep in his or her possession items of Abraham Baldwin Agricultural College property or items belonging to students, student groups, College employees, or visitors without proper authorization.
3. The illegal or unauthorized use of another's personally identifiable information is prohibited. Violations include, but are not limited to, knowingly and willfully assuming and using any and all personal identifying information, including photographs, without the consent or authorization of said owner for the purpose of misrepresenting oneself. Using, selling, or transferring that information to obtain any benefits, credit, goods, services or other items of value in the name of said owner or to otherwise do harm to said owner is a violation of the Code of Conduct.

**O. Unauthorized Entry or Use of College Facilities**

1. No student shall make unauthorized entry into any building, office, or other facility; nor shall any student remain without authorization in any building after normal closing hours.
2. No student shall allow, aid, or assist persons in making unauthorized entry into any building, office, or other facility.
3. No student shall make unauthorized use of any facility. Upon appropriate notice by officials, authorization for the use of facilities may be withdrawn or otherwise restricted.
4. The possession of illegal articles on College property or in campus facilities is prohibited.
5. No student shall knowingly use College or student organization owned equipment, supplies, or property without proper authorization.

**P. Traffic Violations**

Traffic regulations as specified in the Abraham Baldwin Parking and Traffic Regulations booklet are considered to be part of the Student Code of Conduct. These rules and regulations will be used as a standard for all cases pertaining to the Traffic Court.

**Q. Inappropriate Use of College Computing Facilities and Equipment**

Rules and regulations regarding appropriate use of College computing facilities and equipment as specified in the Policy on Student Use of Technology Resources are considered to be a part of the Student Code of Conduct. Students are responsible for being aware of these policies and of abiding by them. The Policy on Student Use of Technology Resources can be found at <http://www.abac.edu/OITS/policy/studentuse.htm> and in the Policies section of this Handbook.

**R. Student Housing Policy**

1. ABAC requires all freshmen who have earned fewer than 24 semester hours of collegiate level credit and who have not cleared Learning Support requirements to live on campus unless they meet one of the following criteria: (1) Living with and commuting daily from the legal residence of a parent, legal guardian, or grandparent within a 50-mile radius of Tifton; (2) married; (3) single parent; (4) 21 years of age prior to September 1, of the academic year.
2. The Guide to Residential Living, distributed to each resident, contains procedures and rules for living in College residence halls. This booklet, the Housing Contract, and any “house rules” which have been approved by the Dean of Students and posted in the residence halls are considered a part of the Student Code of Conduct.
3. Minor infractions of Housing policies and procedures will be dealt with through informal conferences with Residence Life staff. Students subject to an informal conference conducted by a member of the Residence Life staff are accorded the following procedural protections:
  - a. Written notice of charges prior to the scheduled conference.
  - b. An explanation of the evidence against them.
  - c. An opportunity to respond to evidence against them and to produce evidence on their behalf.
  - d. The right to request administrative review of their case at the next highest level.
4. In cases where the alleged misconduct may result in expulsion, suspension, or disciplinary removal from College housing, the student defendant shall be afforded the opportunity for a hearing before the Dean of Students or the Student Judiciary Committee.

**V. Disciplinary Procedures**

**A. Organization and Jurisdiction**

1. Section 401.01 of the Board of Regents policies delegates to individual institutions the duty to discipline students within the framework of regulations of the Board of Regents. According to this policy, “Students violating rules and regulations of an institution may be punished, suspended, excluded, or expelled as may be determined by the institution” (BOR Policy Manual, Section 401.01). In carrying out the responsibility to discipline its students,

Abraham Baldwin Agricultural College will apply disciplinary sanctions only after the requirements of due process, non-discrimination, and fairness have been met.

2. The President of ABAC has delegated the function of student discipline to the Vice President of Academic Affairs, who has, in turn, designated the Dean of Students and his/her staff to handle the day-to-day disciplinary process.
3. The Dean of Students is assisted in the student disciplinary process by the Student Judiciary Committee. Cases may be assigned to the Student Judiciary Committee at the discretion of the Dean or upon request by the accused student or students.
4. Students whose cases are adjudicated in disciplinary conferences with the Dean of Students or his/her designee are provided the following procedural protections:
  - a. Written notice of the specific charges at least 72 hours prior to the scheduled conference.
  - b. Reasonable access prior to and during the conference to any materials which would be considered "educational records" under the Family Educational Rights and Privacy Act of 1974. Personal notes of College staff members or complainants are not included.
  - c. An opportunity to respond to the evidence and to call relevant and necessary witnesses.
  - d. A right to be accompanied by an advisor. An attorney attending a conference may not actively represent the accused student but may give advice to the student regarding how to present his or her defense.
  - e. Written notification of the decision of the hearing officer within five business days of the conference.
  - f. The right to appeal to a higher judicial body or College administrative official within five business days of receiving the judicial decision for any of the following causes:
    - (1) Violation of due process and/or student rights
    - (2) New evidence
    - (3) Prejudicial treatment by the hearing officer
  - g. The right to have access to a recording of the disciplinary conference for the purposes of preparing for an appeal. Students may not bring their own recording devices to disciplinary conferences.
5. The Student Judiciary Committee will meet at the call of the Dean of Students. Proceedings of the committee shall be in accordance with the College Catalog and the Student Code of Conduct. The findings and recommendations of the committee will be forwarded to the Dean of Students for such action as may be deemed appropriate. The committee shall be composed of at least six faculty members and one staff member appointed for two-year terms and eight students. Student members will be selected by an application process through the office of the Dean of Students. The President of SGA shall appoint one sophomore, junior, or senior student member to be Chief Justice. The President's nominee shall be approved by a 2/3 vote of the Senators present.
6. All cases involving violation of ABAC traffic rules and regulations shall be heard by the Traffic Court. The Traffic Court consists of seven students, who are appointed by the SGA President. One of the sophomore, junior, or senior justices will be appointed by the SGA President to serve as chairperson of the Traffic Court. His/her nomination shall be approved by 2/3 vote of the Senate present.

#### **B. Student Rights in the Disciplinary Process**

In any disciplinary process at ABAC, an accused student shall be afforded the following rights:

1. The right to a fair and impartial hearing.
2. The right to a presumption of not being responsible for a violation until proven responsible as determined by clear and convincing evidence.

3. The right to be notified in writing of the charges against him or her; the specific rule or policy violated; and the time, date, and place of the scheduled hearing. This notification must occur in writing at least 72 hours prior to the hearing (except when the accused student postpones the hearing) provided that the student has informed the College of his or her current contact information. If the student has not furnished the College with current contact information, College officials have only to make a responsible attempt to notify the student with the most recent contact information provided.
4. The right to an advisor of his or her choice. An attorney attending a hearing may not actively represent the accused student but may give advice to the student regarding how to present his or her defense.
5. The right to question all witnesses who testify at the hearing and/or to challenge all written statements presented at the hearing.
6. The right to present witnesses to testify in his or her defense. The Dean of Students shall have the authority to limit the number of witnesses in order to avoid unreasonable delays where the testimony would be repetitious or unnecessary.
7. The right to be present during the entire hearing (except for closed judicial deliberation) and to know all evidence used in the proceeding. The student may, however, elect not to appear, and failure to appear shall not be construed as an admission of responsibility.
8. The right to remain silent and such silence shall not be construed as an admission of responsibility.
9. The right to be notified in writing of the decision of the judicial body or hearing officer within five business days of the date of the hearing.
10. The right to appeal to a higher judicial body or College administrative official within five business days of receiving the judicial decision for any of the following causes:
  - a. Violation of due process and/or student rights
  - b. New evidence
  - c. Prejudicial treatment by the original hearing body
11. The right to have access to a recording of his or her hearing for the purposes of preparing for an appeal. Students may not bring their own recording devices to disciplinary hearings.

**C. Procedures for Disciplinary Hearings**

Disciplinary hearings at ABAC are hearings to arrive at corrective recommendations regarding alleged student misbehavior. The administration of discipline is viewed as an educational process, not a criminal or civil trial proceeding. As such, the disciplinary procedures used are determined and administered by educators within the requirements of due process and protection of student rights. The procedures used by all disciplinary committees are as follows:

1. Student judiciary hearings are presided over by the chair of the Student Judiciary Committee or his or her designee. The chair may exclude any person from the hearing who is materially interfering with the judicial hearing proceedings. Any disruptions of a judicial hearing can result in the possible immediate interim suspension of the student(s) involved in the disruption. The chair of the committee makes such a determination, and when that determination is made, those causing the disruption will be asked to leave the hearing and its premises. If they do not voluntarily leave, ABAC Police will escort them off the premises.
2. Recommendations of the Student Judiciary Committee are by a simple majority vote. A Student Judiciary Committee quorum is more than 50% of its membership being present. A hearing may proceed with less than a quorum if the accused elects to proceed.

3. The judicial hearing will follow this sequence:
  - a. An oath is administered to the accused.
  - b. The alleged charge or charges are presented to the accused (Charges are prepared and presented by the Dean of Students or his/her representative).
  - c. The chair calls for a response to each charge from the accused.
  - d. Witnesses and documentation supporting the alleged violation(s) are presented.
  - e. Comments and documentation supporting the accused's position are presented.
  - f. Examination and questioning by the committee follow presentation of documentation and witness comments.
  - g. Closing comments are presented by both parties, first the administration and then the accused.
  - h. The Student Judiciary Committee goes into closed session to deliberate.
  - i. The Student Judiciary Committee reconvenes and reads its findings and/or recommendation(s) to the accused. The accused is also notified of the right to appeal.
  - j. The hearing is adjourned.
4. All comments in the hearing are given under oath.
5. The accused student may bring an advisor of his or her own choosing to the hearing. An attorney attending a hearing may not actively represent the accused student but may give advice to the student regarding how to present his or her defense.
6. The Student Judiciary Committee has four charges: to determine the facts; to decide on the question of responsibility for any or all charges; to develop a suitable disciplinary recommendation; and to produce a well documented record of all proceedings.
7. Committee deliberations are closed to all but members of the Student Judiciary Committee. The Student Judiciary Committee will hear only that information pertinent to the charge(s). Student Judiciary Committee deliberations concerning possible sanctions may draw upon the Dean of Students or his/her designee.
8. The Student Judiciary Committee will advise the accused of its recommendation(s) at the conclusion of the deliberations. The recommendation(s) of the Student Judiciary Committee will also be communicated to the accused in writing following the conclusion of the hearing.
9. The accused is also informed both verbally and in writing of the right to an appeal and is informed of how to pursue the appeals process.
10. An audio recording of the hearing will be made and a transcription made available in the office of the Dean of Students.

**D. Disciplinary Sanctions**

One or more of the following sanctions may be imposed for violations of the Student Code of Conduct. This list is not exhaustive and may be enlarged or modified as needed.

1. **EXPULSION:** permanent separation of the student or organization from the College. The student or organization will be barred from College premises. Students who are expelled from the College are not entitled to any refund of tuition, housing, meal plan, or other fees.
2. **SUSPENSION:** separation of the student or organization from the College for a period of time with two conditions: (1) the student may not return or the organization be reinstated before a specified date; and (2) readmission is not automatic. The student or organization shall not participate in any College sponsored activity and may be barred from the College's premises. Students who are suspended from the College are not entitled to any refund of tuition, housing, meal plan, or other fees.
3. **INTERIM SUSPENSION:** The Dean of Students or a designee may suspend a student for an interim period pending disciplinary proceedings, such interim suspension to become

immediately effective without prior notice, whenever there is evidence that the continued presence of the student on the College campus poses a substantial threat to the student or to others or to the stability and continuance of normal College functions. A student suspended on an interim basis shall be given an opportunity to appear personally before the Dean of Students or a designee within five business days from the effective date of the interim suspension in order to discuss the following issues only: (a) the reliability of the information concerning the student's conduct; (b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the College campus poses a substantial threat to self or to others or to the stability and continuance of normal College functions.

4. **DISCIPLINARY PROBATION:** notice to the student or organization that any further violations of College rules and regulations will likely result in suspension. Disciplinary probation may also include the setting of restrictions on participation in College activities or entry into certain College facilities.
5. **DISCIPLINARY WARNING:** notice to the student or organization that further misconduct may result in more severe disciplinary action.
6. **RESTRICTION:** exclusion from participation in campus organization leadership or membership; involvement in campus social, recreational, sporting, or recruitment activities; residence hall visitation or access; the use of campus facilities; identification card privileges; or parking or driving privileges on campus.
7. **RESTITUTION:** the student or organization is required to make payment to the College or to other persons or groups for damages incurred as a result of a violation of the Code of Conduct. Restitution may take the form of appropriate service or other compensation.
8. **FORCED WITHDRAWAL:** from the academic course within which an offense occurred, without credit for the course.
9. **CHANGE IN GRADE:** with the concurrence of the instructor, for the course in which an offense occurred.
10. **REFERRAL/PROFESSIONAL ASSESSMENT:** referral to the Student Development Office or other professional counseling/evaluation service.
11. **PARENTAL AND/OR GUARDIAN NOTIFICATION:** The Family Educational Rights and Privacy Act (20 USCS 1232g.i) provides in pertinent part that institutions of higher education are not prohibited "... from disclosing, to a parent or legal guardian of a student, information regarding any violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if (A) the student is under the age of 21; and (B) the institution determines that the student had committed a disciplinary violation with respect to such use or possession."
12. **OTHER SANCTIONS:** other sanctions may be imposed instead of or in addition to those specified above.

**E. Appeals Process**

Students/organizations have the right to appeal a Student Judiciary Committee or administrative hearing recommendation in accordance with the following procedures:

1. Requests for appeals must be submitted in writing to the Office of the Vice President for Academic Affairs within five business days of the date of the letter notifying the student of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.
2. Written requests for appeals must be specific and detailed as to the nature and substance of the student's complaint and must clearly indicate what action is requested. The written request should specify the grounds for appeal. Judicial recommendations may be appealed on the following grounds:
  - A violation of due process
  - Prejudicial treatment by the original hearing body
  - New evidence has become available which was not available at the time of the hearing.
3. Appeals shall be decided upon the record of the original proceedings, the written appeal submitted by the student, and any written briefs submitted by other participants. Cases will not be reheard on appeal.
4. If the original decision in the case was not rendered by the Vice President for Academic Affairs, he/she shall consider the appeal and give a decision.
5. If the student is dissatisfied with the decision of the Vice President, the student may request in writing that the President consider the appeal, but such request must be made within five business days of the Vice President's decision or the Vice President's decision will be considered final and conclusive.
6. Within five business days of receiving the appeal, the President will either rule on the appeal or refer the appeal to a special Presidential Panel. The Presidential Panel will review all facts and circumstances connected with the case and within five business days make a report of its findings to the President. After consideration of the Panel's report, the President will within five business days make a decision which shall be final so far as the College is concerned.
7. Should the student be dissatisfied with the President's decision, written application may be made to the Board of Regents for a review of the decision. This application must be submitted within twenty days following the decision of the President. Additional information regarding procedures for appealing to the Board is available in the President's Office. The decision of the Board shall be final and binding for all purposes.

**F. Traffic Court Proceedings**

1. Students receiving a parking violation have the right of appeal for seven (7) calendar days from the date of ticket issuance. If an appeal has not been completed within this time, the ticket stands.
2. If a student wishes to appeal a ticket, he/she must present the ticket to the office of the ABAC Police Department. If the student wishes to appear before the Traffic Court, he/she will be given an instruction sheet which explains the time and place of the next Traffic Court proceeding. If the student wishes not to appear before the Traffic Court but to submit a written appeal, he/she will complete a form supplied by the ABAC Police Department.
3. On the day of each Traffic Court proceeding, the Traffic Court Chief Justice will obtain from the ABAC Police Department a list (or docket) of students scheduled to appeal in person to the Traffic Court or any written appeals.

4. During the Traffic Court proceedings, students appealing in person are called to the podium individually and given an opportunity to explain their appeal. Justices may ask questions to obtain further explanation of the violation. Students must present a copy of their ticket to the court; if they fail to bring the ticket, they must obtain a copy from the ABAC Police Department before the appeal can be heard.
5. After discussion, the justices vote by paper ballot. Ballots are tallied by the Chief Justice. After the count, the Chief Justice stamps the ticket approved, denied, or reduced. If the ticket is denied or reduced, the ticket is returned to the student and he/she is instructed to pay the ticket in the Student Financial Services Office.
6. If a student is scheduled to appear before the Traffic Court and fails to appear, the appeal is automatically denied.
7. Written appeals are read and discussed. Following discussion, the justices vote by paper ballot. The Chief Justice tallies the ballots and marks the appeal form approved, denied, or reduced.
8. After all cases are heard, the list of appeals is returned to the Police Department with the results recorded.
9. Students can determine the status of written appeals by phoning or stopping by the ABAC Police Department office.

**G. Traffic Court Appeals**

Students/organizations have the right to appeal a Traffic Court recommendation in accordance with the following procedures:

1. Requests for appeals must be submitted in writing to the Dean of Students within five business days of the date of the Traffic Court Hearing. Failure to appeal within the allotted time will render the original decision final and conclusive.
2. Written requests for appeals must be specific and detailed as to the nature and substance of the student's complaint and must clearly indicate what action is requested. The written request should specify the grounds for appeal. Traffic Court recommendations may be appealed on the following grounds:
  - A violation of due process
  - Prejudicial treatment by the Traffic Court
  - New evidence has become available which was not available at the time of the hearing.
3. The Dean of Students will inform the Chief Justice of the Student Judiciary Committee of appeals of Traffic Court decisions. The Chief Justice will convene the Student Judiciary Committee to hear the case within five business days of receiving the appeal.
4. In hearing Traffic Court appeals, the Student Judiciary Committee will follow procedures set forth in Section C above.
5. The student will have five business days from the date of the Student Judiciary Committee hearing to appeal in writing to the Vice President for Academic Affairs. The decision of the Student Judiciary Committee stands if the student fails to submit the written appeal within the allotted time.
6. The Vice President will have five business days from the date on which the appeal is received to render a decision. The student will be notified in writing of the Vice President's decision.
7. The decision of the Vice President for Academic Affairs is final and binding.

# College Policies and Procedures

The following policies and procedures are reproduced here for the convenience of students. This is not a complete list of ABAC policies. The Policy Manual of the Board of Regents, the ABAC Policy Manual, the College Catalog, and the ABAC web site contain additional policies which govern the lives of students at ABAC. It is the student's responsibility to know and abide by all University System of Georgia and College policies.

## **Student Role in Institutional Decision Making**

Students at ABAC have the right to participate in policy making of the Institution. There is a minimum of two student members on all College committees that make decisions related to students. These students, appointed by the president of the SGA, have full voting rights in the individual committees and are encouraged to be active participants. Student representatives on each committee are encouraged to report all committee actions and considerations to the Student Senate. This right is subject to supervision as delineated in the Policies of the Board of Regents of the University System of Georgia and the policies of this institution.

## **SGA Constitution and By-Laws**

### **CONSTITUTION**

*(Revised and Ratified by the Student Body Fall Semester 2010)*

#### **Preamble**

We, the students of Abraham Baldwin Agricultural College, desiring a more representative and efficient Student Government, wanting better communications between students and the college's administration and faculty, seeking to cultivate and preserve the ideals of good citizenship on the campus, and hoping to maintain a more complete and fruitful atmosphere of learning at this college, do hereby establish this Constitution for the Student Government.

#### **ARTICLE I: Name**

The name of this organization shall be the Student Government Association of Abraham Baldwin Agricultural College.

#### **ARTICLE II: Purpose**

The purpose of this organization is to act as an agent in the presentation of matters of student welfare, to advise in all matters affecting the affairs of the student body and its organizations, and to promote and further the interests of the student body.

#### **ARTICLE III: Membership**

**Section 1.** The Student Government Association shall be composed of a Legislative, an Executive, and a Judicial Branch.

**Section 2.** The Student Senate shall constitute the Legislative Branch of this government and shall have legislative authority within the limits established by this Constitution and its By-Laws.

Membership of this Senate shall consist of one representative per each chartered student club or organization at ABAC; other students who do not represent a student club or organization elected at large; the President, Vice-President, Secretary, Communications Coordinator, Treasurer, Parliamentarian, and Chief Justices of the Student Government; Class Officers; Faculty Advisors; one Campus Activities Board (CAB) representative; one Residential Housing Association (RHA) representative.

Faculty advisors and the SGA Elections Committee will ensure that members of the Senate reflect the diversity of the student body in terms of race, sex, religion, national origin, disabilities, age, and academic majors. The Senate will fill vacancies within the constituency where the vacancy occurs and with attention to maintaining diversity among the membership of the Senate.

The following will be non-voting members of the Senate: President; Vice-President; Secretary; Communications Coordinator; Treasurer; Parliamentarian; Chief Justices; Class officers; Faculty Advisors; representatives of CAB and RHA.

The Vice-President of SGA, or an officer acting in his/her absence, may cast a vote only in order to make or break a tie.

**Section 3.** The Executive Branch of this Student Government shall execute authority within the limits of this Constitution.

The Executive Branch shall consist of the SGA Officers (President, Vice-President, Secretary, Communications Coordinator, Treasurer, and Parliamentarian) and Class Officers.

The members of the Executive Branch shall be charged with the execution of all procedures established by this Constitution and By-Laws and by all mandates of the Student Senate.

**Section 4.** The Judicial Branch of the Student Government shall have judicial authority as specified under the Rules of Procedure.

The Judicial Branch shall consist of a Student Judiciary Committee, a Traffic Court, and other lower courts as appointed by the President of the SGA with 2/3 vote approval of the Student Senate present.

The Student Judiciary Committee shall consist of at least six (6) faculty members and one staff member appointed for two-year terms and eight (8) students. Student members will be selected by an application process through the office of the Dean of Students. The President of SGA shall appoint one sophomore, junior, or senior student member to be Chief Justice. The President's nominee shall be approved by a 2/3 vote of the Senators present. The Chief Justice shall report to the SGA each week the number, type, and disposition of cases heard.

The Traffic Court shall consist of seven (7) students, who are appointed by the SGA President. One of the sophomore, junior, or senior justices will be appointed by the SGA President to serve as Chief Justice of the Traffic Court. His/her nomination shall be approved by 2/3 vote of the Senate present. The Traffic Court Chief Justice shall report to the SGA each week the number, type, and disposition of cases heard.

The Dean of Students or his/her designee serves as advisor to the Traffic Court.

**Section 5.** The SGA agrees to adhere to all policies and procedures of ABAC and all local, state, and federal laws. SGA does not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran status, handicap status, or sexual orientation. Nor does the SGA tolerate hazing of any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in the SGA.

## **ARTICLE IV: Elections**

**Section 1.** All persons who have paid the student activities fee at ABAC shall be entitled to vote for the officers and representatives, referendums, and recalls.

**Section 2.** The Election Committee shall supervise all election activity.

**Section 3.** The procedure and timeline for an election shall be posted on the SGA website or submitted for publication in the student newspaper prior to the election.

## **ARTICLE V: Provisions for Meeting**

**Section 1.** The Senate shall meet every week, beginning with the second week of every semester at an established time and place, and at such times deemed necessary by the President of SGA.

**Section 2.** All members of the Senate shall be required to attend all its meetings.

**Section 3.** The meeting of the Student Senate shall be open to all members of the college community and proceedings shall be made available on the SGA website, with the exception of the special closed session as defined in Section 5.

**Section 4.** The President of the SGA may call a meeting of officers of the SGA, Chairpersons of Standing Committees, and Class Officers for the purpose of (1) preparing the agenda for the general meeting; (2) advising the President; or (3) directing proposals, inquiries, resolutions, regulations, etc. to the appropriate standing committee for consideration.

**Section 5.** Once annually, the Vice-President will call a special closed meeting for the purpose of voting on the Impact Award. This meeting and vote will be open only to voting members of the Senate, the SGA Executive Board, and representatives of the RHA and CAB. This session is not recorded in the minutes.

## **ARTICLE VI: Method of Replacing or Amending the Constitution**

**Section 1.** The Senate shall propose amendments to this Constitution whenever 2/3 of its membership deems it necessary.

Amendments shall be submitted to the Student Body in session for explanation.

One week after the explanatory session, the Elections Committee shall submit the proposed amendment to the Student Body for ratification or rejection.

Ratification shall require a 2/3 vote of the votes cast.

**Section 2.** The Senate shall propose replacing this Constitution whenever 2/3 of its membership deems it necessary.

The proposed constitution will be published for review by the Student Body.

One week after publication, the Senate will hold a public forum for discussion of the proposed constitution.

One week after the public forum, the Elections Committee shall submit the proposed constitution to the Student Body for ratification or rejection.

Ratification shall require a 2/3 vote of the votes cast.

**BY-LAWS**  
*(Revised and Ratified by the Student Senate  
Fall Semester 2010)*

**ARTICLE I: Qualifications of Officers**

**Section 1. President and Vice President**

1. Must be a rising sophomore, junior, or senior in good standing and have been an elected or appointed member of SGA for at least one semester prior to running for office.
2. Must have a 2.5 cumulative grade point average at the time of election and must maintain a 2.5 cumulative grade point average throughout the term of office.
3. Must plan to attend ABAC through spring semester of the next year.
4. Must carry and complete a minimum of six credit hours per semester at ABAC during the term of office.
5. Must attend the Executive Board retreat at the end of the spring semester prior to taking office.
6. Must not be enrolled at any college or university other than ABAC during the term of office.
7. Must not be an officer in any other club or campus organization.
8. Must comply with all rules and regulations of the Student Code of Conduct.

**Section 2. Other SGA Officers, including Secretary, Communications Coordinator, Treasurer, and Parliamentarian**

1. Must be a rising sophomore, junior, or senior in good standing and have been an elected or appointed member of SGA for at least one semester prior to running for office.
2. Must have a 2.0 cumulative grade point average at the time of election and maintain it throughout the term of office.
3. Must be planning to attend ABAC through spring semester of the next year.
4. Must carry and complete a minimum of six hours per semester at ABAC during the term of office.
5. Must attend the Executive Board Retreat at the end of the spring semester prior to taking office.
6. Must not be enrolled at any college or university other than ABAC during the term of office.
7. Must comply with all rules and regulations of the Student Code of Conduct.

**Section 3. Class Officers**

1. Must be a student in good standing. Sophomore, Junior, and Senior Class Presidents must have been an elected or appointed member of SGA for at least one semester prior to running for office.
2. Must have a 2.0 cumulative grade point average upon election and maintain it throughout the term of office.
3. Must plan to attend ABAC through spring semester of the next year.
4. Must carry and complete a minimum of six hours per semester at ABAC during the term of office.
5. Must attend the Executive Board Retreat at the end of the spring semester prior to taking office.
6. Must not be enrolled at any college or university other than ABAC during the term of office.
7. Must comply with all rules and regulations of the Student Code of Conduct.

**Section 4. Senator**

1. Must represent the club or organization from which he/she is inducted or the Student Body at large.
2. Must have a 2.0 cumulative grade point average upon election and maintain it throughout the term of office.
3. Must plan to attend ABAC through spring semester of the academic year for which elected.
4. Must carry and complete a minimum of six hours per semester at ABAC during the term of office.

5. Must not be enrolled at any college or university other than ABAC during the term of office.
6. Must comply with all rules and regulations of the Student Code of Conduct.

**Section 5. Members of the Judiciary**

1. Must have a 2.0 cumulative grade point average at the time of taking office, with the exception of freshman members, and must maintain it throughout the term of office.
2. Must plan to attend ABAC through spring semester of the academic year for which appointed.
3. Must carry and complete a minimum of six semester hours per semester at ABAC during the term of office.
4. Must not be enrolled at any college or university other than ABAC during the term of office.
5. Must comply with all rules and regulations of the Student Code of Conduct.

**Section 6. Campus Activities Board (CAB) Representative**

1. Must be a member of CAB.
2. Shall be elected by CAB.
3. Must have and maintain a minimum 2.0 cumulative grade point average.
4. Must carry and complete a minimum of six hours per semester at ABAC during the term of office.
5. Must not be enrolled at any college or university other than ABAC during the term of office.
6. Must comply with all rules and regulations of the Student Code of Conduct.

**Section 7. Residential Housing Association (RHA) Representative**

1. Must be a member of RHA
2. Shall be elected by RHA.
3. Must have and maintain a minimum 2.0 cumulative grade point average.
4. Must carry and complete a minimum of six hours per semester at ABAC during the term of office.
5. Must not be enrolled at any college or university other than ABAC during the term of office.
6. Must comply with all rules and regulations of the Student Code of Conduct.

**Section 8. Chairs of Committees**

1. Must have and maintain a minimum 2.0 cumulative grade point average.
2. Must carry and complete a minimum of six hours per semester at ABAC during the term of office.
3. Must not be enrolled at any college or university other than ABAC during the term of office.
4. Must comply with all rules and regulations of the Student Code of Conduct.

**Article II: Duties of Officers**

**Section 1. President**

1. Function as head of the Student Body in all student affairs and in student relations with the various constituencies of the College.
2. Call and preside over all meetings of the Student Body.
3. Appoint all committee chairpersons subject to the majority approval of the Student Senate and serve as an ex-officio member on all committees of the Senate.
4. Appoint required student members to the Standing Committees of the College during the spring semester before taking office.
5. See that all elections are announced and held as prescribed by the SGA Constitution.
6. Appoint with 2/3 approval of the Senate the following officers: Secretary, Communications Coordinator, Treasurer, Parliamentarian, and Chief Justice.

7. Shall have the power with 2/3 approval of the Senate to remove any officer whom he/she has appointed.
8. Attend all regularly scheduled meetings of the Student Senate.

**Section 2. Vice-President**

1. Act in the full capacity of the SGA president in case of his/her absence and succeed him/her in case of vacancy.
2. Chair the Election Committee.
3. Preside over meetings of the Student Senate.
4. Prepare an agenda for each Senate meeting.

**Section 3. Secretary**

1. Record, preserve, and have available for inspection to all members of the Student Senate upon request and sufficient notice all papers, proceedings, rolls of attendance, and any other records of the Senate.
2. Supply minutes from the weekly meeting of the Student Senate to the SGA advisor within two business days of each meeting.
3. Perform all other duties of the Secretary of the Senate and the Student Body.
4. Attend all regularly scheduled meetings of the Senate.

**Section 4. Communications Coordinator**

1. Update the SGA webpage and ensure that all other SGA media is kept up to date.
2. Post events and announcements to the SGA webpage and create advertisements as necessary.
3. Ensure that all correspondence is answered.
4. Attend all regularly scheduled meetings of the Student Senate.

**Section 5. Treasurer**

1. Record, preserve, and have for inspection to all members of the Student Senate upon request and sufficient notice all financial transactions of the Senate.
2. Assist the faculty advisor in preparing the Student Activities Budget Request each spring.
3. Attend all regularly scheduled meetings of the Student Senate.

**Section 6. Parliamentarian**

1. Record, preserve, and have available for inspection an up-to-date list of all chartered student clubs and organizations and their officers.
2. Serve as chairperson of the Chartering Committee
3. Keep order in the Student Senate according to *Robert's Rules of Order, Revised*
4. Attend all regularly scheduled meetings of the Senate.

**Section 7. The Senate**

1. Represent the entire Student Body in all matters affecting students.
2. Charter student organizations and with 2/3 approval of the Student Senate exercise the authority to revoke any student organization's charter as recommended by the Chartering Committee.
3. Exercise general supervision over all student activities.
4. Take charge of all mass meetings of the Student Body and all matters requiring a definite expression of the student sentiment.

5. Keep an annual report of its proceedings and accomplishments in the SGA office and archives of the information for all interested persons.
6. Elect a President Pro Tempore for its membership to act in full capacity in the absence of the presiding officer of the Senate.
7. Reserve the right at any time to call for a financial standing of any chartered organization or Senate committee.

**Section 8.** The Student Judiciary

1. Enforce the SGA Constitution.
2. Try cases involving violations of the Student Code of Conduct, subject to the legal powers vested in the College officials by the Legislature and the Board of Regents, and upon assignment by the Dean of Student Life and Housing.
3. Recommend to the President of the SGA the establishment of lower courts.
4. Shall have the authority by 2/3 agreement to recommend impeachment proceedings against any member of the SGA; such action may be taken as a result of the violation of any of the principles in the Student Code of Conduct or the SGA Constitution.
5. One member shall execute the Oath of Office as written in Article IV of these Bylaws.
6. The Chief Justice shall attend all regularly scheduled meetings of the Student Senate.

**Section 9.** The Traffic Court

1. Hear student appeals of cases involving violations of the ABAC Parking Rules and Regulations.
2. The Chief Justice of the Traffic Court shall attend all regularly scheduled meetings of the Student Senate.

**Article III: Committees and Councils**

**Section 1.** All Committees and Councils are subject to the authority of the SGA.

**Section 2.** Standing Committees

1. There shall be three (3) major committees of the Student Government Association: the Student Life Committee, the Academic Affairs Committee, and the External Affairs Committee.
2. Chairpersons of these committees shall be appointed by the President of SGA, subject to approval by the Senate.
3. The Chairperson of any committee, at his/her discretion, may form a subcommittee to investigate an item under jurisdiction of that committee. A subcommittee will have a life span of the semester in which it is formed plus the following semester to complete its work.
4. The Student Life Committee shall deal with all non-academic items, including financial aid, resident life, dining facilities, and any other items related to student life at ABAC. After doing research, the committee will report its findings before the Senate for further action, if needed. This committee will work directly with the Dean of Students. The full Student Life Committee shall meet at least twice per semester.
5. The Academic Affairs Committee shall deal with academic items, including institutional credits, courses, the College Catalog, and any other items related to academic matters. After doing research, the committee will report its findings before the Senate for further action, if needed. This committee will work directly with the Vice President for Academic Affairs. The full Academic Affairs Committee shall meet at least twice per semester.
6. The External Affairs Committee shall deal with items which affect students off campus and outside the immediate realm of the SGA. This committee is especially interested in how students are affected by the local, state, and federal governments; student life off campus; and other issues normally outside the

direct influence of the SGA. This committee will work directly with the Vice President of External Affairs and Advancement. The full External Affairs Committee shall meet at least twice per semester.

### Section 3. Special Committees

1. Censure Committee
  - a. Shall consist of the SGA President, SGA Vice-President, SGA Secretary, Class Presidents, and one SGA Advisor. The SGA Secretary shall be the chairperson.
  - b. Shall consider absences of the SGA members (all those directly connected with the SGA and its subsidiaries) from regularly scheduled meetings and recommend actions to the Senate, at the next regularly scheduled meeting, concerning those cases. All SGA members must submit a written excuse for their absence, either 24 hours prior to, or within 24 hours following the Senate meeting. Failure to submit a written excuse shall result in an unexcused absence ruling by the Censure Committee.
  - c. Shall have the prerogative to make recommendations to the Senate concerning actions to be taken with regard to the SGA officials and their failure to perform their appointed duties.
  - d. Any SGA member who has less than a 2.0 grade point average will be given a semester's probation. At the end of that semester, voting rights can be reinstated if the GPA is raised to 2.0. If the GPA is not raised to 2.0, the Censure Committee will recommend suspension. Students may challenge the recommendation of the Censure Committee before the Senate. Suspension will be enforced by a majority vote of the Senate present.
2. Elections Committee
  - a. The Vice-President of SGA shall serve as chair of the Elections Committee
  - b. Shall supervise all election activity according to the guidelines set forth in the SGA Constitution and Bylaws.
  - c. Shall establish the official campaign period of all elections; this period will last not less than three consecutive class days and no more than one calendar week prior to the election.
  - d. Shall hold elections immediately after the close of the official election campaign.
  - e. Shall certify that every candidate fulfills the qualifications for the office to which he/she aspires.

Every candidate shall personally file with the Elections Committee an official application to qualify as a candidate. No candidate may file an application for more than one SGA office in an election. The Elections Committee shall set and publicize a deadline for filing application and will furnish the proper forms of this application.

A candidate shall be approved by the Elections committee only upon submission of a valid and complete application, after checking the student's cumulative grade point average, and securing the signature of the Dean of Students. The Elections Committee shall be the judge of a valid and complete application.

After the Elections Committee has approved the application of the candidate, the name of the candidate shall appear on the ballot unless the candidate submits a written request for withdrawal to the chair of the Elections Committee at least 72 hours prior to an election.

Shall post to the SGA web page and submit to the student newspaper for publication an announcement of the election, including dates, prior to receiving applications.

Any regular SGA election shall be held no sooner than the second full week and no later than the sixth week of the term, the specific date being set by the Elections Committee.

The elections of SGA Officers and Sophomore, Junior, and Senior Class officers shall be held during the spring term of the school year preceding the year in which they are to serve.

The election of Freshman Class officers and Senators shall be held during the fall term of the school year during which they are to serve.

- f. Shall supervise balloting.

Each student shall have the privilege of voting for as many candidates as there are seats to be filled from his or her class or proper electoral unit in the election.

The Elections Committee shall post to the SGA web page full proceedings and instructions for guidance of voters at each election. These regulations shall be submitted at least one week prior to the election.

If a voter experiences technical difficulties while voting, it is the responsibility of the voter to inform the election officials of the difficulty before the close of the polls. He/she may report such difficulties by emailing [sga@abac.edu](mailto:sga@abac.edu) or calling the SGA office. Individual difficulties reported after the polls close will not alter the results of the election. If for any reason it is impossible to determine the voter's choice for any office to be filled, his/her ballot shall not be counted for that office, but this shall not invalidate the ballot so far as it is properly marked.

In all elections, the polls shall be opened and remain opened as deemed necessary by the Elections Committee; however, the hours of election shall be posted to the SGA webpage prior to an election.

In case of a tie for representative or lack of a majority for SGA or class officers, the election for that office will be declared indecisive and a run-off between the two candidates receiving the highest number of votes shall be held within one week of the original election.

- g. Shall oversee contested elections.

The contesting candidate(s) shall give written notice, within 24 hours or within one school day after the official results are announced, to the chairperson of the Elections Committee of intentions to contest the election and reasons for doing so.

The Elections Committee shall hear the appeal of the candidate(s) contesting the election and make a recommendation to the Senate.

The Senate shall hear the final appeal of the candidate(s) contesting the election at its next meeting and the recommendation of the Elections Committee.

The Senate shall, by 2/3 vote, act on the recommendation of the Elections Committee.

- h. Shall have the authority with the consent of the SGA to make all rules and regulations necessary for the conduct of any election in all cases not otherwise provided for herein.

### 3. Chartering Committee

- a. The Parliamentarian shall serve as chairperson of the Chartering Committee.
- b. Shall consist of five members, in addition to the chairperson, who shall appoint the members.

- c. Shall be responsible for chartering and de-chartering clubs and organizations on the campus of ABAC with prior approval of a 2/3 vote of the Senate.
- d. Shall determine whether to place a club or organization on probation for the remainder of the semester

If a club or organization is placed on probation, it is still allowed representation in the Senate.

Clubs or organizations cannot host any activities nor have any fundraisers while they are on probation.

A club or organization may appeal the decision of the Chartering Committee to the Senate, where a 2/3<sup>rd</sup> vote by the Senate will overrule the Chartering Committee decision.

The student activities budget of the club or organization which the Chartering Committee has placed on probation will remain frozen until the Senate has overruled the Chartering Committee decision.

A club or organization which is placed on probation for more than one semester or is found guilty of serious violations of the Student Code of Conduct will be subject to de-chartering upon recommendation by the Chartering Committee and 2/3 vote of the Senate.

A de-chartered club or organization forfeits all rights to any student activities funds.

A club or organization which has been de-chartered by vote of the Senate can appeal that decision to the Dean of Students.

The President shall set up any additional special committees when necessary. Chairpersons of these committees shall be appointed by the President of SGA, subject to approval by the Senate.

#### **Article IV: Methods of Admitting and Removing Members**

**Section 1.** All duly elected and appointed members of the SGA will be admitted for membership upon taking an Oath of Office, administered by a member of the Student Judiciary Committee. The Oath is as follows:

I, \_\_\_\_\_, solemnly swear to persevere in my duties as a representative for the students of Abraham Baldwin Agricultural College, to work for a better student government and to maintain the dignity of the office during my term. I do solemnly swear to execute my office faithfully and honestly and to respect and preserve the Constitution and Bylaws on which our Student Government is founded.

**Section 2.** No member of the Senate may serve two interests in the SGA.

**Section 3.** All SGA officers must maintain the specific qualifications for their offices throughout the term of office. If these qualifications are not maintained, the Censure Committee shall recommend appropriate action to be taken by the Senate. Dismissal from office will require a 2/3 vote of the Senate.

**Section 4.** Any member of the SGA who is arrested and convicted of a crime or who is found guilty of violating the Student Code of Conduct shall be presented before the Censure Committee for review. The Censure Committee shall then recommend appropriate action to be taken by the Senate.

**Section 5.** Any member of the SGA who has three unexcused absences in one semester, as determined by the Censure Committee, may be removed from office by recommendation of the Censure Committee and approval by the Senate.

**Section 6.** If an elected representative position becomes vacant due to resignation or dismissal, the SGA will issue a public call for interested parties as needed.

This public call shall consist of flyers posted giving the opening and closing date of the applications. Applicants will then be screened by the Elections Committee to ensure that eligibility requirements for the position are met. Applicants will then be given an opportunity to address the SGA (maximum of two minutes). Applicants will then be presented to the SGA for approval or rejection by secret ballot. A 2/3 majority of voting member present is required for acceptance.

Those applicants approved according to the above procedure will hold the office until such time as that office comes up for regularly scheduled election.

The President of SGA is responsible for orientation of the approved representatives.

**Section 7.** If the President of SGA submits a letter of resignation, the Vice-President of SGA shall replace the President. The President's letter of resignation shall be submitted to the President Pro Tempore of the Senate and to the Chief Justice of the Student Judiciary.

**Section 8.** Any SGA officer may request a leave of absence for one semester to improve his/her grade point average.

**Section 9.** Any club represented in SGA who has three (3) unexcused absences in one semester as determined by the Censure Committee may be referred to the Chartering Committee for probation and approval of probation by the Senate

## **Article V: Custody of Funds**

**Section 1.** All funds of the SGA are kept in custody of ABAC and under the authority of the Vice-President of Fiscal Affairs.

**Section 2.** Expenditures over \$1000 shall require 2/3 vote of the Student Senate.

## **Article VI: Definition of a Quorum**

**Section 1.** A quorum of the Senate shall consist of 50 percent plus one of the voting membership of the Senate, and no official business shall be transacted without a quorum.

**Section 2.** All motions pertaining to regular business shall be passed by a simple majority of those present and voting.

## **Article VII: Parliamentary Authority**

*Robert's Rules of Order*, Revised, shall be the final authority on the parliamentary procedure observed at all meetings of the Senate when not in conflict with the provisions of this Constitution.

## **Article VIII: Impact Award**

Awarded annually by the SGA, the Impact Award recognizes the contributions of a college administrator, faculty, or staff member to students' extracurricular activities.

Only one Impact Award will be given each year.

Members of the SGA select the recipient of the award.

Voting for the award shall be by secret ballot in a special closed meeting for the purpose of voting on the Impact Award.

The Dean of Students, or his/her designee, and the SGA President will count the ballots and shall lock the results in a ballot box. If the Dean of Students is among the nominees for the award, the President of SGA shall choose another person who is not nominated to assist in counting the votes.

The result of the voting shall not be revealed until the night of the Student Leadership Banquet. All ballots shall be kept until after the Student Leadership Banquet.

## **Article IX: Method of Amending the Bylaws**

**Section 1.** The Bylaws of this Constitution shall be proposed by the student Senate and passed by 2/3 majority vote of the Senate.

**Section 2.** Amendments of the Bylaws may be proposed at any regularly scheduled Senate meeting. All amendments must be tabled for one week, and no final action can be taken until the next regularly scheduled Senate meeting. All amendments will require a 2/3 vote of the Senate during a regularly scheduled meeting.

## **Student Activities Policies and Procedures**

Student organizations at ABAC exist to support the overall objectives of the college. Operating on the basis of voluntary participation and self-government, student organizations are an integral part of the college community, and as such are obligated to contribute to the academic attainment and general development of the individual student. Student organizations offer the individual an opportunity to broaden his/her environment and to make new friends. Skills and experiences obtained through membership in student organizations serve as a valuable supplement to the formal curricula. Recognition of a group or organization grants to that group the right to use College facilities and to identify themselves with the College. Organizations applying for recognition by the College will be evaluated on the manner in which their constitutional objectives support the overall objectives of the organization as well as ABAC and are in agreement with the policies of the Board of Regents. In all circumstances, the College reserves the right to take appropriate action against any student organization for violating individual organizational policies, the Student Code of Conduct, or institutional policies.

### **Recognition**

An organization seeking recognition must submit the following information in writing to the Office of the Dean of Students on the form furnished by that office:

1. Name of the organization
2. Explanation of any extra-campus affiliation (e.g., National Parent Organization)
3. Purpose(s) for organization (including explanation of why the organization is desirable on campus)
4. Qualifications for membership with non-discrimination statement
5. Fees, dues, and other considerations for membership

6. Time and location of meetings
7. Faculty advisor
8. Time of election of officers
9. Number of students interested (a minimum of 10 is required)
10. Proposed constitution, including officer and leadership structure

The Office of the Dean of Students shall examine each application and reject those not submitted in proper form. The application is then forwarded to the Chartering Committee of the SGA.

### **Rights of Student Organizations**

Upon being chartered by the College, an organization is eligible:

1. To use the phrase "Abraham Baldwin Agricultural College" when referring to its chapter of club.
2. To use college facilities and certain equipment, subject to the Board of Regents' policies and the College regulations governing the use of facilities and equipment (Club Advisor must go to ABAC website at [www.abac.edu/Scheduling/Available/](http://www.abac.edu/Scheduling/Available/) to check the availability of the building and room).
3. To apply for student activities fee money.

### **Responsibilities of Student Organizations**

**Campus displays:** Displays of posters, notices, or banners may be placed where specifically designated when approved by the Office of Student Life, ABAC Place Town Hall.

**Collective responsibility:** Each organization shall be held responsible for individual violations incurred by any of its members in conjunction with the club activities.

**Damages:** A student organization shall be financially responsible for any unwarranted or malicious damage to any facility or equipment assigned to its use.

**Disorderly activities:** An organization shall be responsible for any of its activities which cause a riot, disturbance, or disorderly diversion which interferes with the normal operation of the College. This section should not be construed so as to deny any organization the right of peaceful assembly.

**Eligibility for Membership and Officers:** Active Membership shall be open to students who are regularly and currently enrolled at ABAC and in good standing.

A student must maintain a minimum 2.0 cumulative GPA and be in good standing with the College in order to be eligible to serve as an officer of a student organization or to represent the organization and the College in any off-campus activity, meeting, competition, conference or workshop.

**Financial Responsibility:** The use of allocated student activities money must conform to the purposes and practices approved by the Student Activity Fee Committee.

Organizations shall carry on business transactions and contractual regulations with punctual and timely discharge of valid obligations and prudent use of funds.

All monies collected or expended by an organization must be approved by the faculty advisor and records must be available for audit at any time.

**Information to be filed with the Office of Student Leadership:** A list of officers must be submitted to the SGA Parliamentarian within ten working days of the beginning of each term.

This and any other information that may be required must be submitted in the proper form within ten working days of the beginning of each term to the SGA Parliamentarian.

**Rights and Ceremonies:** Any activity which in any part takes place in public, which in any way involves persons outside the organization, which is not confined to a single building must be approved by the Dean of Students or his/her designee prior to the activity.

All rights and ceremonies of introduction, initiation, or orientation into college life which tend to allow unreasonable physical or mental suffering are prohibited. No organization shall condone, encourage, or require unlawful acts by its members at any time. Organizations shall be responsible for observing all College regulations.

**Petitions:** Because of the College's responsibility for information and knowledge of such activities, all petitions which may be circulated among the whole or part of the student body must be registered with the Office of the Dean of Students.

**Organization publications:** All organizational publications must be submitted to the Office of the Dean of Students for approval before being circulated.

**Evaluations:** All organizations must have provisions for evaluating their overall activity. Evaluation is important for organizational accountability and planning purposes. There should be a clearly explained evaluation scheme so that all members understand exactly the criteria for evaluation and the evaluation process.

Financial responsibility is a very important part of the evaluation process. Also, numbers of students involved, successful and unsuccessful endeavors, and notable organizational accomplishment are important items of the evaluation process.

**Review and Enforcement:** The Office of the Dean of Students and/or the SGA shall have the power periodically to review all student organizations to see if they have been financially responsible and to see if they have acted within College regulations. A club may not discriminate against any person according to his/her race, creed or sex. All complaints against organizations shall be processed by the Office of the Dean of Students and the SGA. An organization may appeal the imposition of any penalty to the Dean of Students, who shall review the action and affirm, reverse, or modify the penalty. The Dean of Students may utilize the services of an existing or ad hoc committee in determining the issues involved. Furthermore, upon notice and hearing, the Dean of Students may review at any time the charter of any student organization, or any decision on disciplinary charges against any student organization and make whatever final disposition of the matter he/she deems necessary for the best interests of the College.

The student organization may be assessed with the following penalties:

1. Public reprimand
2. Restriction of any or all privileges
3. Monetary fines or withholding or withdrawal of all allocated student activities monies
4. Restitution for damages
5. Probation of charter
6. Suspension of charter
7. Withdrawal of charter. Reactivation of any student organization must be accomplished in the same manner in which any student organization is originally chartered and with specified restrictions.
8. Community service

House Bill 1225, entitled Student Organization Responsibility for Drug Abuse Act, which became effective July 1, 1990, in the State of Georgia, provides that any student organization that knowingly engages in illegal drug activity will be expelled from its college campus for a minimum of one year. A student organization may appeal to the Board of Regents, or, in some cases, to certain superior courts.

## **Policies and Procedures Governing Student Activity and Other Mandatory Student Fees**

The College policy on the collection and use of mandatory student fees can be found in Section 7.3.2.1 of the ABAC Policy Manual ([www.abac.edu/policies](http://www.abac.edu/policies)). In keeping with that policy, the following procedures have been established for the administration of Student Activity Fee funds.

### **I. Responsibility for Administration of Funds**

Section 1.*Chain of Authority.* Board of Regents policy dictates that “all mandatory student fees collected by an institution shall be budgeted and administered by the president using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed [of] at least 50 percent students. Students shall be appointed by the institution’s student government association. All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution.” At Abraham Baldwin Agricultural College (ABAC), the President has delegated responsibility for allocation and accountability of Student Activity Fee (SAF) funds to the Dean of Students and has established a Student Activity Fee Committee (SAFC) to allocate SAF funds.

Section 2.*Composition of the Student Activity Fee Committee.* The Student Activity Fee Committee (SAFC) shall consist of ten (10) persons to include the following:

- a. The president of the ABAC Student Government Association (SGA)
- b. Four (4) students to be selected by SGA
- c. One (1) non-student member to be appointed by the Vice President for Fiscal Affairs
- d. One (1) non-student member to be appointed by the Dean of Students
- e. One (1) non-student member to be appointed by the Vice President for Academic Affairs
- f. Two (2) members to be appointed by the President.

Section 3.*Procedures of the Student Activity Fee Committee.* During spring semester each year, the Office of the Dean of Students solicits budget requests for the following academic year from each chartered student club or organization. After the submission deadline has passed, the Dean of Students convenes the SAFC to consider requests from each organization and to recommend allocations of SAF funds within the budget provided by the Vice President for Fiscal Affairs and in accordance with this Policy. Proceedings of the committee are open to ABAC students and personnel, and records of the meetings are available upon request. The student members of the SAFC, under the direction of the Dean of Students, shall be responsible for the solicitation of student input prior to the meeting of the SAFC.

The Dean of Students shall provide a written report to the President to include the proposed Student Activities Budget and comments from the SAFC on the budget.

Upon receiving the aforementioned report, the President shall present a proposed Student Activity Budget to the Cabinet for consideration. Upon Cabinet approval the Student Activity Budget shall be incorporated into the College budget.

Section 4.*Notification.* Student clubs and organizations who have requested SAF funds will be notified in writing of the amount of funds allocated to the club or organization by the SAFC with approval by the President and his Cabinet. Information regarding allocations will also be available at [www.abac.edu/sga](http://www.abac.edu/sga).

Section 5.*Amendments.* Changes to allocations may be made as a result of budget requirements to control expenditures, requests for budget amendments from clubs or organizations, or sanctions imposed as a result of failure to adhere to standards of accountability as set forth in this Policy. The SAFC will be reconvened to recommend reallocation of funds in each case.

## II. Statement of Purpose

The purpose of SAF funds is to provide financial support for activities, projects, and events which benefit the students of ABAC. Activities, projects, and events which are funded will meet at least one, and preferably several, of the following criteria:

- Directly or indirectly benefits students
- Leads to students' personal, physical, social, intellectual, academic, or cultural growth
- Increases the participation of students in campus activities
- Provides service to the community
- Encourages local community members' participation in campus activities
- Improves the quality of campus life
- Supports co-curricular activities
- Encourages harmony, understanding, and an appreciation of diversity among various student cultures and groups
- Supports retention and graduation rates

## III. Priority for Allocating SAF Funds

A tier system will be used in determining SAF allocations. Different policies may be applied to organizations based on their tier status in order to provide organizations serving the largest number of students with the greatest access to SAF funds.

Every organization shall be assigned to a tier, and tier assignments will be determined by two-thirds (2/3) majority vote of the SAFC.

**Tier I** organizations provide major services to a substantial portion of the campus or provide information or services which substantially impact the student body. Current Tier I organizations include the following:

- Ambassadors
- Aquatics
- Arts Connection
- Baldwin Players
- Campus Activities Board (CAB)
- College Magazine—*Pegasus*
- Music Program (Chorus, Jazz Ensemble, Concert Attire, Music Transportation, Concert Band, George Scott/Jazz Festival)
- Student Publications (*Stallion*)
- WPLH Radio (Copyright and License also)
- Recreational Sports
- Residential Housing Association (RHA)
- SGA
- Student Leaders Scholarships
- Student Leadership Banquet

**Tier II** organizations represent groups of students that focus primarily on common interests, backgrounds, and activities. They include all student clubs and organizations not included in Tier I.

## IV. Budgets

Section 1.*Eligibility.* Any Tier I organization or any chartered student organization (Tier II) in good standing as determined by the SGA may submit a budget request.

Section 2.*Submission.* Budget submissions for the following academic year must be made during the spring semester according to the deadline published by the Office of the Dean of Students. At least two weeks prior to the deadline for budget submission, the Office of the Dean of Students shall publish the required format for

organizational budget requests and may designate differing formats based on tier status. At a minimum, Tier II organizations must:

- Clearly and succinctly state the primary goals of the organization;
- Clearly explain how the funding will aid the organization in accomplishing its goals;
- Show that the organization has sought or plans to seek other funding support;
- State the current membership fee per semester (if applicable) and any anticipated changes to that fee for the next academic year;
- State the current number of members;
- If travel is requested, show that travel is necessary in order to attain one of the primary goals of the organization.

Section 3.*Review.* No later than two weeks after the budget submission deadline, the SAFC shall meet to review all budget requests. If the committee deems necessary, it shall schedule a hearing for any organization submitting a budget to ask questions regarding the requests. Notice of the scheduled hearing shall be emailed to presidents and advisors of these student organizations at least three business days prior to the date of the hearing. If an organization which is requested to meet with the committee fails to do so, the organization may not be granted a budget.

The committee shall determine each organization's recommended budget consistent with its tier status, budget submission (including organizational goals, reasonableness of proposed expenses, and necessity of expenditures to the organization's mission), prohibited allocations, tier-specific additional budget restrictions, and funding formulas.

Section 4.*Notice.* No later than two weeks after the recommendations of the SAFC have been approved by the President and his Cabinet, each organization submitting a budget request will be notified in writing of its budget for the following academic year.

Section 5.*Budget Amendments.* If an organization wishes to spend any of its allocated budget for items, activities, or events not included in its initial budget request, it must submit a budget amendment to the President of SGA and the Dean of Students **prior to** expenditure of funds. If prior approval is not obtained, the organization may be required to reimburse SAF funds for the expenditure.

Section 6.*Prohibited Allocations.* No budget may include any allocation for

- Any event with alcohol present.
- Any event not open to the entire campus.
- Any event intended as a fundraiser for the organization or an outside party or organization.
- Loans.
- Inflated requests.
- Individual or local dues.
- Items unrelated to the primary purpose of the organization.
- Activities or expenditures for which the primary purpose is to support the election or defeat of a candidate for public office or to provide a monetary contribution to a political party.
- Activities or expenditures which support religious worship and proselytizing.
- Food or food-related items, except for banquets or club-sponsored campus-wide activities. Organizations must retain records of attendees, and the cost of food purchased may not exceed per diem amounts set by state regulations (\$6 for breakfast, \$7 for lunch, and \$15 for dinner).
- Clothing, unless intended for operational use or safety.

Tier II organizations are subject to the following additional budget restrictions:

- Gifts, prizes, scholarships for members, or honoraria will not be funded.
- No personal items shall be funded, including but not limited to nametags, name plates, and business cards.
- No postage expenses shall be funded.
- No apparel shall be funded that does not remain with the organization.
- Clubs and organizations are mandated to use WPLH and The *Stallion* to publicize events.

## V. Accountability

Section 1.*Reimbursement Timing.* It is recommended that all requests for reimbursement from SAF funds be submitted within 30 days of the date on the receipt or invoice. Reimbursement requests must be submitted within 60 days of the date on the receipt or invoice. In exceptional circumstances, the Vice President for Fiscal Affairs may approve reimbursement requests submitted after this deadline, solely at his/her discretion.

Section 2.*Reimbursement Procedures.* It is the responsibility of the club or organization advisor to manage SAF funds in accordance with standard business policies and procedures of the Board of Regents, Abraham Baldwin Agricultural College, and the Policy of the SAFC. All requests for expenditures or reimbursement of expenditures must be submitted to the Office of the Dean of Students. If the Dean of Students or his/her designee approves the request, he/she will submit it to the ABAC Business Office for payment.

Section 3.*Annual Reports.* All organizations receiving SAF funds will submit a report at the end of the budget year comparing the budget plan and actual expenditures over the academic year. Failure to submit a report by the deadline published by the Office of the Dean of Students shall constitute a major infraction of the Policy of the SAFC and shall result in appropriate penalties.

Section 4.*Investigations.* The SGA President, the Dean of Students, or the Vice President for Fiscal Affairs may call for a review of the finances of any student organization. The review will be conducted by the SAFC.

Section 5.*Sanctions.* If a review finds any misuses of funds, the following steps can be taken at the discretion of the Vice President for Fiscal Affairs:

- a. For minor infractions (as defined by the Vice President for Fiscal Affairs), the club or organization will receive a written notice of the infraction and a warning of future possible consequences should additional infractions occur.
- b. For repeated minor infractions, an amount equal to the total amount involved in the infractions shall be re-encumbered and an equivalent amount deducted from the organization's next budget.
- c. For major infractions (as defined by the Vice President for Fiscal Affairs), the organization shall be prohibited from using its budget for the remainder of the fiscal year and shall be ineligible to request or receive budget funding in the following fiscal year.
- d. For repeated major infractions, the organization shall be prohibited from using its budget for the remainder of the fiscal year, shall be ineligible to request or receive budget funding for the following three (3) fiscal years, and shall be referred to the SGA for consideration of possible charter suspension or revocation.

## **Student Grievance Policy and Procedures**

ABAC recognizes the importance of providing procedures for fair and equitable resolution of student grievances.

A grievance may not be filed in relation to administrative decisions regarding the routine operation of the College, including but not limited to the scheduling of classes, tuition and fee assessments, financial aid awards, reservation of facilities, or policies of the Board of Regents. There is a separate process for the appeal of grades, reinstatement of financial aid, academic exclusion, and matters which pertain to the Student Code of Conduct.

Resolution of grievances should be achieved at the lowest administrative level and in the most equitable way possible. The burden of proof rests with the student who claims a grievance. Students who elect to use the grievance process should not fear prejudice or reprisal for initiating the process or participating in its resolution.

### **Grievance Procedures**

1. A student who has a grievance should first seek to resolve the problem by discussion with the individual involved within five business days of the occurrence. If this informal means fails to resolve the problem, the student should discuss the grievance with the individual's immediate supervisor within five business days of the meeting with the individual involved.
2. The supervisor will meet with the student and will offer a solution to both the student and the individual involved. The supervisor will forward a written summation of the grievance and action taken to the appropriate chief administrator or vice president.
3. If the solution is satisfactory to both parties, no further action will be required. If the solution is not acceptable to the student, an appeal can be made within five business days.
4. Within five business days of the end of the Step 2 process, the student may appeal in writing to the appropriate chief administrator or vice president, i.e., the administrator who is responsible to the President of the college for the function in which the grievance has been filed. The chief administrator or vice president will meet with the student to determine the nature of the grievance. The chief administrator or vice president may ask for time to conduct an investigation to determine the merit of the case. If it is determined that the grievance has merit, a solution will be provided to both the student and the individual involved. If the solution is satisfactory to both parties, no further action will be required. If the student is not satisfied, he/she may within five business days appeal in writing to the President. The chief administrator or vice president will forward a written summation of the grievance and reply to the President of the College.
5. Within five business days of the end of the Step 3 process, the student may appeal in writing to the President of the College. The President may choose to refer the grievance to a Student Grievance Hearing Committee. If the grievance is referred to the committee, the committee will review the case and make a recommendation to the President. The President will inform the student of the decision. The decision of the President will become the final decision on the grievance. There is no further appeal.

### **Procedure for Student Grievance Hearing Committee**

The committee shall be composed of one administrator, two faculty members, one staff member, and two students. The committee will be appointed by the President of the College on an as needed basis. A quorum will consist of at least five of the six members being present to hear the complaint.

The Student Grievance Hearing Committee shall establish its own procedures in accordance with the following stipulations:

1. Only committee members, parties to the action and their advisors, and witnesses testifying before the committee shall be permitted in the hearing.

2. At the hearing, the student with a grievance, appropriate College personnel, and witnesses for each party may testify and may be questioned by committee members.
3. A tape recording or other record of the hearing shall be preserved for reference and review until the case has been finally resolved.

After all evidence has been heard, the committee shall arrive at a decision. Only committee members who have been present for the entire hearing may vote on the case. A majority vote of qualified members shall constitute a decision.

Upon receipt of the committee's written recommendation, the President of the College shall render a final decision on the grievance.

## **Discriminatory Harassment Policies and Procedures**

Abraham Baldwin Agricultural College has the highest expectations and behavioral standards for its students, faculty, staff, contractors, visitors, and others that interact with this institution in regard to ensuring respect of others.

ABAC has zero tolerance for harassment of all types including sexual harassment, which is a violation of the USG and ABAC non-harassment policies and ABAC Title IX guidelines ([www.usg.edu/hr/orientation/USO\\_Sexual\\_Harassment\\_Policy.pdf](http://www.usg.edu/hr/orientation/USO_Sexual_Harassment_Policy.pdf)) and ([www.abac.edu/policies/non\\_harassment](http://www.abac.edu/policies/non_harassment)). Failure to conform to ABAC standards of behavior are viewed with the utmost seriousness, and will result in severe disciplinary action including and up to discharge or expulsion.

Additionally, sexual harassment and harassment based upon protected categories, including race, color, gender, religion, and national origin, are also violations of Title VII of the Civil Rights Act of 1964. Disability, age, and veteran status are additionally protected by law. Sexual harassment and sexual violence are also a violation of federal law, specifically Title IX and criminal prosecution may also result.

Sexual harassment can occur as the result of a person creating a hostile environment for others, including jokes, pictures, or inappropriate use of social media. Covered activities include all academic, educational, extracurricular, athletic, and other programs of the college, whether those programs take place in a college's facilities, at a class or training program sponsored by the college, or elsewhere.

Complaints of student-on-student harassment that initially occur off college grounds may also be processed in accordance with established procedures.

In all cases, ABAC will investigate all cases in a prompt, thorough, and impartial manner. In cases involving potential criminal conduct, college personnel will determine, consistent with state and local law, whether appropriate law enforcement or other authorities should be notified.

ABAC will make every reasonable effort to maintain the confidentiality of complaints and throughout the investigative process. A written response to the complainant and the alleged perpetrator will be made concurrently at the conclusion of the investigation.

The Title IX Coordinator for ABAC is the Human Resources Director. The Deputy Title IX Coordinators for receipt of complaints also include the Dean of Students and the Director of Student Development. Details around reporting and other specific guidelines will be made available through the ABAC website at [www.abac.edu/policies/title9](http://www.abac.edu/policies/title9).

ABAC will also provide educational training to students, faculty, and staff on an on-going basis in an effort to promote awareness and understanding.

All students, employees, visitors, and vendors are strongly encouraged to report any actions or activities that may be a violation of the USG and ABAC Non-harassment Policies and federal law, specifically Title IX. Retaliation for reporting issues or problems is also expressly prohibited by USG and ABAC Policy. There is zero tolerance for violations of the above areas, and they will result in severe disciplinary action including and up to discharge or expulsion.

## **Policy & Programs to Prevent Drug & Alcohol Abuse**

### **Policy**

To prevent the use of illicit drugs and the abuse of alcohol, the ABAC Student Code of Conduct prohibits the unlawful manufacture, distribution, sale, possession, or use of illicit drugs and alcohol by students on College property or as part of any College-related activities.

### **Health Risks**

Abuse and dependence upon alcohol and other psychoactive drugs are classified as organic mental disorders by the American Psychiatric Association and the World Health Organization, and as such they are associated with distressing psychological, behavioral, and biological symptoms; impairment in one or more important areas of functioning; or significantly increased risk of suffering, death, pain, or important loss of freedom.

### **Counseling Services**

The Student Development Office provides individual counseling to ABAC students for substance abuse and other personal concerns. There is no charge for this service. Clients are informed of the nature and purpose of any assessment, treatment, educational or training procedure and are given freedom of choice with regard to participation. When the Student Development Office is not able to provide the necessary services, clients are informed of alternative resources and appropriate referrals are made.

To the extent permitted by law and ethical standards, all information received in counseling is considered confidential and is not disclosed to any other person or campus unit without the written permission of the clients.

In matters of student discipline, the Student Development staff may provide assessment and consultative services to clients, colleagues, or units of the College in ways which improve the campus environment, maintain the anonymity of clients, and preserve the confidential nature of all counseling relationships.

### **Sanctions**

In addition to possible fines and imprisonment for violation of local, state, and federal drug and alcohol laws, students are subject to sanctions under the ABAC Student Code of Conduct for violation of policies governing alcohol and other drugs. These sanctions may include but are not limited to fines, community service, mandatory courses on drug and alcohol abuse, parental notification, probation, and suspension or expulsion from the College. The following policies of the Board of Regents of the University System of Georgia also apply to ABAC students who violate drug and alcohol policy:

**406.01** The Board of Regents has determined that the use of marijuana, controlled substances or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare, and academic achievement of students enrolled in the University System of Georgia. Therefore, all student organizations, including but not limited to societies, fraternities, sororities, clubs, and similar groups of students which are affiliated with, recognized by, or which use the facilities under the jurisdiction of institutions of the University System, are hereby charged with the responsibility of enforcing compliance with local, state and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise.

As provided by the Student Organization Responsibility for Drug Abuse Act, any such student organization which, through its officers, agents or responsible members, knowingly permits, authorizes or condones the manufacture, sale, distribution, possession, serving, consumption or use of marijuana, controlled substances, or other illegal or dangerous drugs at any affair, function, or activity of such student organization, social or otherwise, is

hereby declared to be in violation of the laws of this state and shall have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, shall be expelled from the campus for a minimum of one calendar year from the date of determination of guilt. Such organization shall also be prohibited from using any property or facilities of the institution for a period of at least one year. Any lease, rental agreement or other document between the Board of Regents or the institution and the student organization which relates to the use of the property leased, rented or occupied shall be terminated for knowingly having permitted or authorized the unlawful actions described above. All sanctions imposed by this policy shall be subject to review procedures authorized by the Board of Regents (Article VIII of the Bylaws).

An appeal to the Board of Regents shall not defer the effective date of the adverse action against the student organization pending the Board's review unless the Board so directs. Any such stay or suspension by the Board shall expire as of the date of the Board's final decision on the matter (BR Minutes, 1989-90, p. 384).

This Policy amendment is intended to implement The Student Organization Responsibility for Drug Abuse Act of 1990 (Ga. Laws, 1990, p. 2033).

**406.04 (Paragraph 3)** Disciplinary sanctions for students convicted of a felony offense involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs, shall include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution. All sanctions imposed by the institution shall be subject to review procedures authorized by the Board of Regents (Article VIII of the Bylaws).

## **Academic Freedom Policy**

Abraham Baldwin subscribes to the "1940 Statement of Principles on Academic Freedom and Tenure" published by the American Association of University Professors. With respect to academic freedom and related responsibilities, these principles are as follows:

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man {sic} of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman. ("1940 Statement," AAUP)

In the classroom, faculty members should make every effort to create an environment in which intellectual diversity is valued and students have the assurance that they will not be penalized for expressing opinions or beliefs that differ from others' views.

Students who feel they have been penalized because of expressed opinions or beliefs have the right to file a formal written complaint to this effect with the Vice President for Academic Affairs or the appropriate dean. The complaint will be investigated and a determination will be made as to whether disciplinary action is necessary. If students remain unsatisfied with the outcome of the investigation, they have the right to appeal in writing to the Academic Vice President.

## **Family Educational Rights and Privacy Act of 1974 (FERPA)**

### **Institutional Policy**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

No personally identifiable information from the education records of a student will be disclosed to any third party by any official or employee of the College without written consent of the student. FERPA guidelines state that institutions may release, without written consent, those items specified as public or directory information for currently enrolled students and for former students unless the student completes a written request with the Enrollment Services Office to prohibit the release of directory information. The request must be completed in the Enrollment Services Office by the end of the published official drop/add period or it will be assumed that directory information may be disclosed for the current academic term. A request to prohibit the release of directory information will remain in effect until the student notifies the Enrollment Services Office in writing. FERPA defines

directory information as information contained in an educational record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, student's name, address, telephone listing, email address, photo, date and place of birth, major field of study, grade level (freshman, sophomore, junior, senior), enrollment status (full-time, part-time, or number of credit hours), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received (including honors such as Dean's list) and the most recent previous educational agency or institution attended by the student.

## **Student Use of Technology Resources Policy**

The technology resources at ABAC support the educational programs of the College. Since computing resources are limited, it is important that these resources be used in an efficient manner for meaningful projects. This policy is not intended to be exhaustive and ABAC reserves the right to limit, restrict, or extend computing privileges and access to its technology resources.

### **General Guidelines for Computer Lab Users**

Users of the labs are expected to be responsible in their use of equipment and respectful of the rights of other individuals.

In support of its mission of teaching and service, ABAC provides access to technology resources for students, faculty, staff, and other authorized users within institutional priorities and financial capabilities. The technology resources of ABAC, including facilities, hardware, software, networks, and computer accounts, are the property of the State of Georgia. The use of these resources is a privilege granted by ABAC to authorized users to conduct business. ABAC requires all persons authorized to use its technology resources to do so responsibly and in compliance with all state and federal laws, all contractual and license agreements, and all policies of ABAC and the Board of Regents of the University System of Georgia. Authorized users of the College's technology resources must act responsibly to maintain the integrity and security of these resources. Each user of a college's computing resources is ultimately responsible for the use of that computing resource and for the use of his or her computer account.

### **Inappropriate Use of Technology Resources**

1. No one shall knowingly endanger the security of any College technology resource, nor willfully interfere with authorized usage by circumventing or attempting to circumvent normal resource limits, logon procedures, or security regulations.
2. No technologies shall be connected to the institution's technology resources that interfere with authorized usage of those resources. The College reserves the right to restrict the use of any technologies that may endanger the security and/or integrity of its technology resources.
3. Encroaching on or disrupting another person's use of College computers is prohibited. Actions that waste computing resources (misuse of disk space to store files or playing games that are not part of a class assignment) are prohibited. Examples of such acts include but are not limited to: Internet gaming; Internet radio; Internet file transfers; sending excessive messages either locally or off-campus (including but not limited to electronic chain letters); initiating denial of service attacks; spamming; sniffing; running scams; reconfiguring; or using an inordinately high percentage of bandwidth.
4. The institution's technology resources and network facilities shall not be used for personal gain or commercial purposes.
5. Misrepresenting a person's identity or relationship to the College when obtaining or using institutional computer or network privileges is prohibited.
6. Attempting to access any files or accounts other than your own, reading, altering, or deleting any other person's computer files or electronic mail without specific authorization is prohibited.

7. Copying, downloading, installing, distributing, infringing, or otherwise using any software, data files, images, text, or other materials in violation of copyrights, trademarks, service marks, patents, other intellectual property rights, contracts, or license agreements is prohibited. All usage of technology resources shall be in compliance with federal and state copyright laws and in full conformance with the Regents Guide to Understanding Copyright and Fair Use.
8. Creating, installing, or knowingly distributing a computer virus, "Trojan horse," or other surreptitiously destructive program on any institutional computer or network facility, regardless of whether any demonstrable harm results, is prohibited.
9. Modifying or reconfiguring any College computing resource or network facility is prohibited.
10. Users of ABAC technology resources shall have no expectation of privacy of materials stored on those resources. The College reserves the right to access any of its computer resources when federal or state laws or institutional policies may have been violated or where institutional contractual obligations or institutional operations may be impeded. Computer users should not place confidential information in computers without protecting it appropriately. The College cannot and will not guarantee the privacy or confidentiality of computer files, electronic mail, or other information stored or transmitted by its computers. All computer usage on ABAC technology resources and network facilities is subject to the provisions of the Georgia Open Records Act, O.C.G.A. §50-18-70 et seq.
11. Authorized computer users shall take full responsibility for messages that they transmit through the College's technology resources. The College's technology resources shall not be used to transmit any communications prohibited by law, including but not limited to fraudulent, harassing, or threatening messages.
12. Damaging the hardware (spilled drinks or foods, marking on the hardware with pens/pencils) is prohibited.
13. Disruption of other individuals in the lab (excessive noise, loud talking, listening to audio content without headphones) is prohibited.
14. Except for resources made available for public use in the library, all College technology resources and facilities are provided exclusively for the use of ABAC faculty, staff, and students, and individuals associated with programs and institutions approved by the OITS. Unescorted children and other individuals not approved by the OITS are expressly prohibited from using either institutional resources or facilities. Similarly, approved users are solely responsible for the actions of unapproved users (children, friends) with them in labs and other facilities, and may be asked to leave if any actions by these individuals are deemed disruptive. Repeated offenses may result in the loss of facility privileges.

### **Student Misuse of Technology Resources**

Persons misusing the College's technology resources in violation of federal and state laws, Board of Regents and institutional policies are subject to disciplinary actions by the institution and/or forfeiture of their computer privileges.

In the event such misuse of computer resources threatens to compromise the integrity or jeopardize the security of institutional computer resources or harm authorized users of those resources, the institution's director of technology or his/her designee is authorized to take any and all necessary actions, including the immediate confiscation and/or disabling of an institutional computer resource or the temporary or permanent termination of a computer account, to protect, investigate, and ensure the security and proper use of the computer resources.

1. Allegations that students have violated the Student Use Policy will be dealt with in accordance with existing policies for allegations of student misconduct.
2. An initial report of the student violating the policy shall be immediately made to the person responsible. The computer lab supervisor will then determine the details of the alleged violation and make a determination that the details did, or did not, violate the Student Use Policy.

If the lab supervisor cannot determine if the policy was violated or there is any dispute between the student and the lab supervisor over the determination that the policy had been violated then the issue may be referred to an administrative panel set forth in the section below, College Authority, for a determination

whether or not the alleged activity violated the Student Use Policy. This panel shall provide, in a timely fashion, a determination that the alleged acts did, or did not, violate the Student Use Policy.

3. Once a determination has been reached that the student has violated policy, the lab supervisor shall follow these guidelines:
  - a. First violation. The lab supervisor should make sure the student understands the policy, and that his/her acts were a violation of the policy. No formal disciplinary action need be taken, but the matter should be documented for future reference.
  - b. Second violation (of the same nature as the first). The lab supervisor should provide the student with a written notice that the policy was violated, that this was a second occurrence of the same violation, and that future violations will result in disciplinary action.
  - c. Third violation (of the same nature as the first). The lab supervisor should provide written notice to the student that his/her repeated violation of the Policy on Student Use of Technology Resources constitutes a breach of discipline, and the matter will be handled in accordance with the ABAC Student Conduct Code.
  - d. Repeated violations, each of a different nature, which indicate to the lab supervisor that the individual concerned demonstrates an intentional disregard of the Student Use of Technology Resources Policy, may also be considered together as a breach of discipline, and may be handled in accordance with the ABAC Student Conduct Code.

### **College Authority**

Authority for these guidelines lies with the Institutional Technology Committee. Interpretation of questionable acceptable usage will be determined by the committee. Until an issue is resolved, questionable use will be considered "not acceptable."

Violations will be handled within accordance of the ABAC Student Conduct Code for appropriate disciplinary action. Disciplinary actions may include loss of access privileges to academic computing resources. The Student Code of Conduct, including guidelines related to reasonable search and seizure, as written in the Student Handbook apply to all aspects of academic computing facilities and resources.

### **Definitions**

*Technology Resource:* Technology resources comprise all computers, computer peripherals, and electronic data replication, storage, transmission, and manipulation devices owned and/or controlled by any part of ABAC or connected to the institution's communications facilities, including departmental computers and the institution's computing network facilities accessed by anyone from anywhere.

*Authorized Use:* Authorized use of ABAC technology resources is use of technology resources that is consistent with the education and service mission of the institution and consistent with this policy.

*Authorized User:* Authorized users are as follows:

Current faculty, staff, and students of ABAC

Individuals with explicit permission from OITS

Individuals whose access furthers the mission of the institution and whose usage does not interfere with other users' access to technology resources.

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